

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

MEETING OF THE FULL COUNCIL

Notice of meeting to be held on Tuesday 13 October 2026 at 7pm in the Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon 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 Chair or Clerk before the meeting commences. Any recording must not be disruptive to the conduct of the meeting.

AGENDA

- 1. To elect a Chair of the Council and if required following election of chair to elect a Vice Chair of the Council.**
- 2. Apologies and acceptance for absence**
To receive and accept valid apologies for absence as notified to the Clerk.
- 3. Declarations of Interest and Dispensations**
To receive Members' Declarations of Interest in Agenda Items and to note the granting of any requests for dispensations.
- 4. Minutes from Full Council meeting held 8 September 2026**
To agree the minutes of the Full Council meeting held on 8 September 2026.
- 5. 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).
- 6. To consider the co-option of two councillors following confirmation from Broadland District Council that no election has been called in respect of the two casual vacancies.**
- 7. Other Council's Reports and related items**
 - a) To receive reports from the District Councillors and to note.
 - b) To receive a verbal report from Cllr Britcher from the Western Link meeting held on 30 September 2026.
 - c) To receive a report from the County Councillor and to note.

8. Parish reports

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

9. Financial Matters

- a) To receive list of payments and receipts 1 September 2026 to 30 September 2026.
- b) Earmarked Reserves Summary to 30 September 2026.
- c) To receive Bank reconciliation to 30 September 2026.
- d) To note the completion of the audit and any external auditor comments relating to Section 3 of the Annual Governance and Accountability Return (AGAR).

10. Committees

To receive reports from Chairs of Committees and to note and consider any recommendations.

- a) All Committees
To consider appointment of councillors to vacant positions on committees and panels.
- b) Committee Centre & Café Committee
No meeting held.
- c) Environment Committee.
No meeting held.
- d) Events Committee
To note draft minutes of the meeting held 15 September 2026.
To consider and approve recommendations i to iii from the meeting:
 - i. To approve Cllr Diffey as Chair of the Committee.
 - ii. To recommended to Full Council the Terms of Reference for the Committee.
 - iii. To recommend to Full Council that an additional £3000 to be added to the committee's budget for the remainder of the 26/27 financial year to be taken from general reserves.
 - iv. To approve a pumpkin related event for Halloween on 30 October 2026 within the half term holiday.
- e) Planning Committee.
Meetings held 22 September 2026 & 13 October 2026.
- f) Playing Fields, Allotments & Amenities
To note draft minutes of meeting held 10 September 2026.
To consider and approve recommendations from the meeting:
 - i. To approve Cllr Gurney as Chair of the Committee
 - ii. To recommended to Full Council the Terms of Reference for the Committee.

- g) Property, Policy & Resources.
To note draft minutes of meeting held 28 September 2026
- h) Staffing
No meeting held.

Other Business

- 11. To appoint the Clerk as representative of the Parish Council at the planning meeting to be held on 14 October 2026 at Broadland District Council offices regarding planning application 2026/0836 Sports Ground, Heath Crescent ,Hellesdon, Norwich NR6 6XF**
- 12. To consider consultation from Broadland District Council to extend the Public Spaces Protection Order (PSPO) to tackle vehicle related anti-social behaviour.**
- 13. To confirm time, date and location of the next Full Parish Council meeting as 10 November 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB**



Jonathan Hall
Clerk of the Council

7 October 2026

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

Minutes of Full Council meeting held on Tuesday 8 September 2026 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon Norwich Norfolk NR6 5BQ

Present:

Cllr David Maidstone (Chair)
Cllr Gemma Diffey
Cllr Roy Forder
Cllr John Knowles
Cllr David Britcher
Cllr Bill Johnson
Cllr David Fahy
Cllr Mike Hicks

Cllr Shelagh Gurney
Cllr Andrew Locke
Cllr Ian Duckett
Cllr Nigel Barker
Cllr Sue Holland

In attendance:

Jonathan Hall (Clerk & RFO)
Rebecca Larke (Deputy Clerk)
Cllr Nick Taylor (Norfolk County Councillor)
Heidi Waters (Broadland District Council)
Vicky Edge (Broadland District Council)
Three members of the public.

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllrs Lacey Douglass, Mel Maidstone and Robin Sear.

2. Declarations of Interest and Dispensations

None.

3. Minutes from Full Council meeting held 11 August 2026

The minutes of the meeting held on 11 August 2026 were **AGREED** as a true and accurate record.

4. Public Participation

Two members of the public raised concerns about disruption arising from the grounds works taking place at Firside School. The Clerk was asked to write to the Wensum Trust to convey these concerns and highlight the impact on local residents.

A report from the Police is attached at appendix A

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 B.

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). The 'H' bars painted on Cottingham's Drive had been causing a lot of confusion for motorists, with many believing they could drive over them, causing one slow speed head on collision. Residents had also commented on the poor quality of the workmanship with many of the lines described as "wobbly". The 'H' bars had not been painted on the corner where most parking issues were being experienced. The County Council who are responsible for Highways matters had been advised.

Cllr Johnson (Hellesdon North West) advised he had recently appointed to a new planning enforcement panel.

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 advised that the St Paul's Church Building Working Group had made initial contact with a view to meeting in due course.

7. Financial Matters

It was **RESOLVED** to approve:

- a) The list of payments and receipts from 1 August 2026 to 31 August 2026.
- b) Earmarked Reserves Summary to 31 August 2026.
- c) The bank reconciliation to 31 August 2026.

8. Committees

To receive reports from Chairs of Committees and to note.

a) **Committee Centre & Café Committee**

No report.

b) **Environment Committee.**

The Chair Cllr Duckett asked the clerk to forward correspondence from the Wensum Trust regarding the tree planting project to take place later in the year.

c) **Events Committee**

It was **RESOLVED** to defer both recommendations from the committee meeting held on 18 August 2026 back to the Committee for further consideration. The Committee's next meeting is 15 September 2026.

d) **Planning Committee**

The Chair thanked Cllr Gurney for substituting and making the committee meeting, held earlier that evening, quorate.

e) **Playingfields, Allotments & Amenities**

The next meeting was scheduled for 10 September 2026 at 7pm.

Approved.....

f) Property, Policy & Resources.

The next meeting is scheduled for 28 September 2026.

g) Staffing

The Chair confirmed that the HR training held on 20 August had been completed successfully. Cllrs David Maidstone and Johnson confirmed they had viewed a recording of the training. The Committee had met its obligation for all members to receive appropriate training.

The recording of the training is available for any councillor to view. Members should contact the Clerk to obtain access to view.

Other Business

9. Heidi Waters Local Area Co Ordinator from Broadland District Council.

Heidi Waters undertook a presentation to the meeting concerning her new role. A copy of the presentation is attached to these minutes at appendix C. The Councillors received the presentation with much enthusiasm and **RESOLVED** to assist Heidi by allowing access to the café, providing a private space for residents to discuss matters in confidence and to publicise her work and events of the Local Area Co Ordinator on the Council's various platforms, including *Just Hellesdon* magazine.

10. Greater Norwich Local Plan 2045 Scoping Consultation

The Consultation had opened on 17 August 2026 and was scheduled to close on 28 September 2026. Although the call for sites had brought forward a couple of locations within Hellesdon, this consultation did not cover this matter. The consultation was noted.

11. To receive a verbal report from the Car Parking around The Bull Roundabout Working Group.

The Chair gave a verbal update. A meeting had been held with shop and business owners on 2 September 2026. The meeting was well received and several helpful suggestions were agreed upon to take into discussions with the Pharmacy owners. It was acknowledged that the meeting was very positive with all participants engaging in a co operative and helpful manner.

12. Planning Appeal for Planning application 2024/3511 the Norwich Golf Club Drayton High Road Norwich NR6 5AH

a) Verbal report from the Chair following pre case meeting held 2nd September 2026.

The Chair gave a verbal update and advised that he had attended the Case Management Conference via Teams, with the Clerk and Cllr Gurney also present. The Planning Inspector accepted the main issues that the Council wished to raise. The Council were asked by the Inspector to carefully consider whether participation in the Inquiry as a rule six status party was required.

b) To consider professional services requirements for support and guidance for the planning appeal inquiry: Planning application 2024/3511 the Norwich Golf Club Drayton High Road Norwich NR6 5AH

Confusion had arisen from some members as to why the Council had registered for rule six party status. The Clerk explained that advice had been received from Sarah Everard, Area Planning Manager at Broadland District Council via the district councillors, that it would be more appropriate for the Parish Council to register with the Planning Inspectorate, as a corporate body, as a rule six party, rather than individual district councillors doing so.

Approved.....

The Clerk reassured the Council that he had checked the position and registration at that point gave the Parish Council options for later decisions. There was no cost to registration and the deadline for registration had been only hours away, giving no time for an extraordinary council meeting to be called, due to the statutory three day clear notice requirements.

The Clerk had ascertained that rule six status could be withdrawn at no cost to the Council, as long as all deadlines for submissions had been met. If the Inspectorate considered the Council's claims as frivolous or vexatious, costs may be awarded against the Council, however the Clerk considered the Council's issues raised as genuine concerns.

Given this information and the position that no registration would have meant the Parish Council would have had no formal involvement in the Planning Inquiry, the Clerk decided as Proper Officer of the Council to register the Parish Council, for rule six status, as a corporate body with a view for Full Council to decide the way forward at the next Full Council meeting.

After much heated discussion, the Council **RESOLVED** to :

- Assert a ruling that matters for Full Council should be considered by Full Council.
- The Planning Inspectorate should be advised that the Parish Council wishes to withdraw from rule six status.
- Advise the Planning Inspectorate that the Parish Council wishes to proceed on an interested party status.
- Instruct Collective Community Planning Ltd to review the Council's statement of case and to help and support the Parish Council as part of the Planning Inquiry.

13. The next meeting of Full Council was confirmed as 13 October 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB

14. 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.**

Meeting closed to Press and Public at 9.18pm

15. Probation Period for the Clerk.

The Chair gave a very short summary of the probation meeting held. The Council noted the successful completion of the probation period for the Clerk.

Meeting ended 9.20pm

Approved.....

Report for : Full Council

Date: 13 October 2026

Item Title: Co options. To consider co options to the Parish Council to fill the two vacant councillor positions

Background and Purpose

The Parish Council has two vacancies which can now be filled by co option following confirmation from Election Services at Broadland District Council that no election had been called.

Since the advert went live on the website, social media and the notice boards we have had one application for the two vacant positions.

The applicants is: Tony Adams

I have checked and can confirm that Tony Adams does qualify to serve as a Parish Councillor for the parish of Hellesdon.

The application form asked (in no more than 100 words) why each candidate wished to be considered to be co opted as a Parish Councillor:

Tony Adams

For 40 years I was a Hellesdon Parish Councillor. For 47 years a District Councillor and 29 years as a County Councillor. I've lived in Hellesdon for 79 years so know it very well. Given all this experience and knowledge I've obtained throughout my life I believe I would significantly contribute to the Parish Council.

Conclusion

At the time of publication of the agenda only one application had been received. The deadline for applications is 5pm 12 October 2026. Members will receive further updates if additional applications are received.

Actions / Recommendations

The Parish Council may proceed in accordance with its co option policy and consider any applications at the next available meeting on 13 October 2026.

Alternatively, given the short interval between confirmation from Broadland District Council that the vacancies could be filled by co-option and the meeting date, the Council may wish to defer consideration of the applications until the next scheduled Full Council meeting on 10 November 2026.

Clerk

7 October 2026

Hellesdon County Councillor Update

Hellesdon Parish Council meeting October 13th 2026

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

Government approves Norfolk County Council's SEND plan

The Department of Education has approved the council's SEND plan. This means that the council will now be reimbursed £185m which represents 90% of what Children's Services have already invested in SEND provision. This is a significant step forward for Children's Services which ensures that the council doesn't go further into deficit.

Norfolk County Council opposes government over the use of RAF Barnham

Norfolk County Council has written to the Secretary of State to oppose the government's plans to house 1250 economic migrants at RAF Barnham following a report commissioned by the council's CEO which estimates the cost to Norfolk residents for the extra burden on services of Barnham Camp residents over the next ten years to be up to £30m. The Norfolk Police and Crime Commissioner has also opposed the plan on safety and security grounds.

Local Issues

I have continued to work on a range of local issues raised by residents.

The saga of anti-social parking in City View Road continues. Highways had put together a comprehensive package of mitigation works only for Wetherspoons to renege on their planning conditions and refuse to pay for the scheme. Subsequently, Wetherspoons have put together a watered-down scheme that they are prepared to fund, however I and District Councillors Lacy Douglas and Shelagh Gurney feel that Wetherspoon's revised plan would make the situation worse. I am in discussion with Highways to ensure we get the right outcome.

I met with an elderly resident in Raymond Road to discuss his concerns about a vehicle parked on the grass verge outside his house for the last six months making it difficult for him to get in and out of his driveway. I am in discussions with Highways to get the car removed.

I attended the Western Link Local Liaison Group meeting on September 30th. Cllr Britcher was also in attendance. What was not shared at the meeting is that the council is actively working on four new routes for the Western Link Road, having abandoned the original scheme due to Natural England's objections, and more detail will be forthcoming during the consultation process.

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 Council has withdrawn from the sale of Norse Care to an alternative provider. In my capacity of Cabinet Member for Commercial Assets and Revenue Generation I am working with the CEO to put together a plan to continue our statutory obligations to provide the highest quality of adult social care whilst bringing to an end Norse's involvement in care provision.

The Cabinet and Officers have begun preliminary discussions on the 27/28 budget, expectations for government grant funding and the level of council tax.

Community Engagement

I held my second Hellesdon surgery in the library on October 1st. I spoke with several residents about a variety of issues and will return on the first Thursday in November.

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: **13 October 2026**

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

Background

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

Purpose

To provide Members with an update on significant activities, projects and operational matters undertaken since the September 2026 meeting of Full Council. The report is intended to highlight key areas of work and does not include routine day-to-day correspondence and administration.

Executive Summary

This reporting period has been particularly focused on:

- Progressing the Council's HR Organisational Review. The review is expected to be completed by end of November 2026.
- Managing councillor vacancies and co-option arrangements. This will be dealt with under item 6 of the agenda.
- Developing proposals and evidence for improved sports and community facilities arising from s106 contributions from the planning application for the Care Home development on the former Jarrolds Sports Ground site on Heath Crescent. (Item 11)
- Progressing neighbourhood planning and monitoring strategic planning matters from the revised NPPF regulations.
- Completion of the 2025/26 external audit process, including publication of the auditor's comments and processing the auditor's questions to resolution. (Item 9d)
- Website accessibility and digital transformation initiatives. More work has been considered in relation to the historic PDFs on the website and accessibility requirements.
- Preparation of reports, agendas and supporting documentation for forthcoming Council meetings
- Attendance at the NPTS Autumn Conference.

Governance and Council Administration

I have continued to support the Council's governance functions through the preparation of agendas, reports and supporting documentation for committee and Full Council meetings. Work has also been undertaken to review committee memberships and other governance arrangements following recent councillor resignations and resulting vacancies.

Following confirmation from Broadland District Council that no election had been called in respect of the recent casual vacancies, I have followed the Council's co-option process. This included preparation of notices, publicity materials, website content, social media communications and application documentation in accordance with the Council's adopted Co-option Policy.

The Wensum Trust responded with a positive reply in respect of concerns raised by residents living nearby to the new Firside School building project. The response demonstrated that the contractors RED10 are doing all they can to minimise disruption to residents. Their response was forwarded to members by email.

A very positive meeting was held with the owners of the Pharmacy regarding car parking issues. Although some contractual elements will have to be ironed out before a resolution can be implemented.

HR Organisational Review

A significant amount of time has been devoted to progressing the Council's HR Organisational Review being undertaken by Council HR and Governance Support (CHRGs). The initial scoping meeting has been completed and work has commenced to gather the staffing, governance, financial and operational information required to support the review. Arrangements are also being progressed for staff and councillor engagement as part of the review process. The review proposal is that the Chair of the Council and Chair of Staffing would be interviewed, as well as all members of staff. Dates for interviews are yet to be arranged but will follow shortly.

This review is expected to provide the Council with recommendations regarding staffing resilience, organisational structure, governance arrangements and future service delivery requirements.

Community Centre and Café Development

I have worked on proposals to improve sports changing facilities within the Community Centre. Existing plans drawn in 2022 have been reviewed and I have prepared preliminary cost estimates to assist BDC planning officers in regard to funding decisions around £106,000 for the planning application for the Care Home development on the former Jarrold sports ground.

I am indebted to Cllr Gurney, who not only raised this issue having spotted the upcoming decision on a BDC planning agenda, but for helping with the background information.

and knowledge to push forward a case that the £25k s106 monies should be directed to the Parish Council.

The team has also continued to make arrangements relating to the volunteer recruitment and the establishment of an interview process and induction course for prospective volunteers. It is hoped to have volunteers starting within a few weeks, once the necessary certification has been achieved by each volunteer.

Further meetings have been held with Heidi Waters, Area Co Ordinator about the help and support that is required to progress her role within the community. The proposal is for Heidi to attend the Café on a Wednesday morning initially between 10 am and 12 noon. A starting week has yet to be arranged.

Planning and Strategic Projects

I have continued to support progression of the Hellesdon Neighbourhood Plan and has liaised with planning officers regarding the implications of changes to the National Planning Policy Framework (NPPF). I will be attending a forthcoming Neighbourhood Planning Network with BDC meeting to ensure the Council remains informed of national and local policy developments.

I have maintained engagement with district council planning officers and our planning consultant Louise Cornell regarding developments associated with the Royal Norwich Golf Course planning appeal and public inquiry process. The planning appeal has been halted, although the appellant maybe considering appealing this decision.

The Meadow Way / Reepham Road bus shelter replacement is scheduled to take place on 5th December 2026. Traffic management will be required due to the Highway specification requirements.

Finance, Audit and Compliance

The Council's external audit (AGAR) has been successfully completed and the statutory Notice of Conclusion of Audit has been published. The audit documentation and supporting reconciliations have also been finalised during the reporting period.

Further work has been undertaken reviewing supplier contractual arrangements and service agreements as part of wider governance and value-for-money considerations, which were discussed at the PP&R meeting held on 28 September 2026.

Digital Services and Website Accessibility

The Clerk has continued work relating to the Council's website accessibility obligations and compliance with WCAG requirements. Discussions have taken place with accessibility suppliers regarding future options for improving the accessibility of historic PDF documents and maintaining compliant publication practices going forward.

I have initiated with our IT provider a review of software licensing which will form part of the IT audit, once the HR organisational review has been completed.

Work has additionally been undertaken to explore digital improvements within the allotment management system with Scribe.

Work has also commenced on the digitalisation of our H&S records and administration, following the appointment of Peninsula as our external H&S consultants.

Staffing, Training and Professional Development

I have continued to oversee routine staffing matters, payroll enquiries, pension administration issues and employee support requirements arising during the reporting period. These queries have been easier to resolve working with our payroll provider Stephenson Smart Chartered Accountants.

Training arrangements have also been booked, for tree surveying training for the Council's volunteer Tree Warden. There is no longer a Tree Warden Network in Broadland and I am working with our newly appointed Tree Warden to see if this could be re-established.

I attended the NPTS autumn seminar on 1 October 2026. There were sessions on the move to a digital AGAR for 27/28 and how Martyn's Law will affect Parish Councils. Advice notes from SLCC / NALC have not yet been produced.

Author of report : **Clerk**

Date: **6 October 2026**

Hellesdon Parish Council

PAYMENTS & RECEIPTS LIST

Voucher	Date	Description	Received from / Paid to	Receipts	Payments
333	01/09/2026	Receipt - Community Centre Room Hire	BINGO	297.16	
334	02/09/2026	Receipt - Community Centre Room Hire	BINGO	297.16	
335	02/09/2026	Receipt - Community Centre Room Hire	Tennis	5.00	
336	02/09/2026	Receipt - Community Centre Room Hire	Hirer	473.20	
337	02/09/2026	Receipt - Community Centre Room Hire	Norfolk Healers Association	78.56	
338	02/09/2026	Receipt - Community Centre Room Hire	Tennis	5.00	
339	04/09/2026	Receipt - Community Centre Room Hire	Hirer	83.96	
340	04/09/2026	Receipt - Flask Hire	Hirer	8.76	
341	04/09/2026	Receipt - Community Centre Room Hire	Zumba and Pilates	302.20	
342	04/09/2026	Receipt - cafe cash income	Community Centre Cafe	421.50	
343	07/09/2026	Receipt - Community Centre Room Hire	Damage deposit refund - hirer	-200.00	
344	08/09/2026	Receipt - Community Centre Room Hire	Womens Institute	49.30	
345	08/09/2026	Receipt - cafe cash income	Community Centre Cafe	447.40	
346	08/09/2026	Receipt - Community Centre Room Hire	Damage deposit refund - hirer	-200.00	
347	10/09/2026	Receipt - Community Centre Room Hire	North & Broadland Locality Healthy Child	1,057.84	
348	11/09/2026	Receipt - Community Centre Room Hire	Hellesdon Cribbage Club	169.20	
349	11/09/2026	Receipt - Community Centre Room Hire	ATP Health and Fitness Norwich Ltd	362.76	
350	11/09/2026	Receipt - Community Centre Room Hire	Hirer	37.77	
351	14/09/2026	Receipt - Community Centre Room Hire	Adam Depledge	5.00	
352	15/09/2026	Receipt - Community Centre Room Hire	Hellesdon Horticultural	118.72	
353	15/09/2026	Receipt - Community Centre Room Hire	Sequence Ballroom Dancing	358.24	
354	15/09/2026	Receipt - Community Centre Room Hire	Tennis	12.00	
355	15/09/2026	Receipt - Community Centre Room Hire	Tuesday Tots	14.00	
356	15/09/2026	Receipt - Community Centre Room Hire	Hirer	100.04	
357	16/09/2026	Receipt - NCC Bus Shelter Grant Scheme	Norfolk County Council Grants	5,760.00	
358	16/09/2026	Receipt - Norfolk County Council Grass Cutting Agreement	Norfolk County Council	17,694.87	
359	16/09/2026	Receipt - Community Centre Room Hire	Short Mat Bowls	279.96	
360	16/09/2026	Receipt - cafe cash income	Community Centre Cafe	342.44	
361	16/09/2026	Receipt - Community Centre Room Hire	Friday Friends	55.76	
362	16/09/2026	Receipt - Community Centre Room Hire	United School of Dance	22.66	
363	16/09/2026	Receipt - Community Centre Room Hire	United School of Dance	59.32	
364	16/09/2026	Receipt - Community Centre Room Hire	United School of Dance	22.66	

365	16/09/2026	Receipt - Community Centre Room Hire	United School of Dance	22.66	
366	17/09/2026	Receipt - Community Centre Room Hire	Hirer	22.66	
367	17/09/2026	Receipt - Community Centre Room Hire	Hirer	62.97	
368	17/09/2026	Receipt - Community Centre Room Hire	Damage deposit refund - hirer	-200.00	
369	21/09/2026	Receipt - Community Centre Room Hire	National Tennis Association	273.75	
370	21/09/2026	Receipt - Community Centre Room Hire	Hirer	86.86	
371	18/09/2026	Receipt - Community Centre Room Hire	Norfolk Healers Association	18.13	
372	18/09/2026	Receipt - Community Centre Room Hire	Hellesdon Bowls Club	16.79	
373	18/09/2026	Receipt - Community Centre Room Hire	ART Group	145.04	
374	18/09/2026	Receipt - Community Centre Room Hire	Just Friends	83.96	
375	18/09/2026	Receipt - Community Centre Room Hire	Just Friends	22.66	
376	18/09/2026	Receipt - Community Centre Room Hire	Norwich Keyboard Lounge	171.57	
377	21/09/2026	Receipt - Community Centre Room Hire	Evergreen Line Dance	423.20	
378	21/09/2026	Receipt - Community Centre Room Hire	Hirer	113.30	
379	21/09/2026	Receipt - Community Centre Room Hire	Womens Institute	49.30	
380	21/09/2026	Receipt - Community Centre Room Hire	Norwich PHAB Club	231.56	
381	22/09/2026	Receipt - Community Centre Room Hire	Slimming World	543.84	
382	22/09/2026	Receipt - Community Centre Room Hire	Zumba (Teri Moss)	135.96	
383	22/09/2026	Receipt - Community Centre Room Hire	Zumba (Teri Moss)	101.97	
384	23/09/2026	Receipt - CT Airtime	O2	162.00	
385	23/09/2026	Receipt - cafe cash income	Community Centre Cafe	367.65	
386	24/09/2026	Receipt - Community Centre Room Hire	Liaise Care	164.98	
387	24/09/2026	Receipt - Tennis Court Hire	Tennis	3.75	
388	28/09/2026	Receipt - Allotment Rent	Allotment Holder	7.87	
389	25/09/2026	Receipt - Community Centre Room Hire	Insight Accountancy Services	22.66	
390	28/09/2026	Receipt - Community Centre Room Hire	Hirer	83.96	
391	28/09/2026	Receipt - Community Centre Room Hire	Zumba and Pilates	302.20	
392	07/09/2026	Receipt - Bank interest	Barclays Bank	222.50	
393	07/09/2026	Receipt - Bank interest	Barclays Bank	923.43	
394	07/09/2026	Receipt - Bank interest	Barclays Bank	3.50	
395	30/09/2026	Receipt - cafe cash income	Community Centre Cafe	415.92	
396	30/09/2026	Receipt - Community Centre Room Hire	Hirer	145.17	
397	29/09/2026	Receipt - Community Centre Room Hire	Hirer	169.28	
398	30/09/2026	Receipt - Community Centre Room Hire	Home Instead	99.40	
399	30/09/2026	Receipt - Bank interest	Hellesdon Parish Council	2,942.11	
400	30/09/2026	Receipt - SUM UP CAFE INCOME	SUM UP	2,574.50	
401	18/09/2026	Receipt - Community Centre Room Hire	Just Friends	41.98	
488	03/09/2026	Payment - Employers Pension Contributions	Norfolk Pension Scheme		-2,209.85
489	08/09/2026	Payment - Employers Liabilities	HMRC		-7,712.39

535	02/09/2026	Payment - Sanitary Services	PHS Group	-176.23
536	02/09/2026	Payment - Subscription	Scribe	-282.00
537	01/09/2026	Payment - Business Rates	Broadland District Council	-403.00
538	01/09/2026	Payment - Business Rates	Broadland District Council	-193.00
539	01/09/2026	Payment - Business Rates	Broadland District Council	-1,136.00
540	03/09/2026	Payment - Cafe Items - Food	Co-Op	-1.70
541	03/09/2026	Payment - Cafe Items - Food	LIDL	-4.79
543	07/09/2026	Payment - Prime Subscription	Amazon Business EU SARL	-114.00
544	07/09/2026	Payment - Fix button on exit office door	Cooks Blinds and Shutters Ltd	-344.10
545	08/09/2026	Payment - NEST - Pension	NEST Pensions	-1,357.74
546	01/09/2026	Payment - Monthly Support Charge	Osiris	-725.51
547	08/09/2026	Payment - Locks and patrols for parks	Norse	-374.40
548	08/09/2026	Payment - Verges - cutting	Norse Eastern Ltd	-1,351.57
549	08/09/2026	Payment - Advertising	Just Regional	-480.00
550	08/09/2026	Payment - agency personnel	Select	-1,062.88
551	08/09/2026	Payment - IRIS Software Subscription	IRIS	-44.86
552	08/09/2026	Payment - 25 Trees	Blackrow Nurseries	-2,557.50
553	08/09/2026	Payment - Order for Miyawaki forest 2688 plants in total	Blackrow Nurseries	-2,637.84
554	08/09/2026	Payment - Mortice Key	Key & Laser Services	-8.25
555	08/09/2026	Payment - Cafe items purchase food and non food	Anglia Culinary Suppliers Ltd	-216.97
556	08/09/2026	Payment - Cafe Items - Food	Anglia Culinary Suppliers Ltd	-134.21
557	08/09/2026	Payment - Cafe items purchase food and non food	Anglia Culinary Suppliers Ltd	-170.10
558	08/09/2026	Payment - Cafe items purchase food and non food	Anglia Culinary Suppliers Ltd	-308.99
559	08/09/2026	Payment - cafe items credit note	Anglia Culinary Suppliers Ltd (CN)	12.19
560	08/09/2026	Payment - Cafe items purchase food and non food	Anglia Culinary Suppliers Ltd	-46.97
561	08/09/2026	Payment - Cafe items purchase food and non food	Anglia Culinary Suppliers Ltd	-186.34
562	08/09/2026	Payment - Cafe Items - Food	Easters Norwich	-101.59
563	08/09/2026	Payment - Cafe Items - Food	Easters Norwich	-130.05
564	08/09/2026	Payment - Cafe Items - Food	Easters Norwich	-24.09
565	08/09/2026	Payment - Cafe Items - Food	Easters Norwich	-46.64
566	08/09/2026	Payment - Cafe Items - Food	Easters Norwich	-79.79
567	08/09/2026	Payment - Cafe items purchase food and non food	Easters Norwich	-11.31
568	09/09/2026	Payment - Cafe Items - Food	Co-Op	-6.30
569	09/09/2026	Payment - Telecommunications	O2	-405.00
570	09/09/2026	Payment - Fuel	UK Fuels (radius)	-174.54
571	16/09/2026	Payment - Utilities - Gas	EDF	-169.72
572	17/09/2026	Payment - Disco - Halloween Party 2027	Carl Simon Roadshow	-50.00
573	17/09/2026	Payment - Hygiene Services	PHS Group	-5,413.44
574	17/09/2026	Payment - Apiary Padlock	A C Leigh	-46.94

575	18/09/2026	Payment - Salaries	Hellesdon Parish Council	-26,618.31
576	17/09/2026	Payment - Staff Training	Norfolk Parish Training and Support	-67.20
577	17/09/2026	Payment - Freezer Fault investigation	JML Refrigeration Ltd	-120.00
578	17/09/2026	Payment - Stationery	viking	-212.57
579	17/09/2026	Payment - agency personnel	Select Recruitment	-628.74
580	17/09/2026	Payment - Community Centre hall filter clean air con and heatin	Fresh Air	-1,555.20
581	17/09/2026	Payment - cafe coffee capsules	Calypso Coffee	-76.40
582	17/09/2026	Payment - Cafe Coffee Machine fault and repair	Calypso Coffee	-90.00
583	14/09/2026	Payment - Utilities - Water	Everflow	-422.54
584	14/09/2026	Payment - Utilities - Water Allotments	Everflow	-33.74
585	21/09/2026	Payment - Trade Waste	Biffa Waste Services Limited	-166.85
586	21/09/2026	Payment - General Waste	Biffa Waste Services Limited	-97.87
587	21/09/2026	Payment - NEST - Pension	NEST Pensions	-1,493.16
588	22/09/2026	Payment - Electricity	EDF	-703.73
589	22/09/2026	Payment - Electricity	EDF	-42.04
590	25/09/2026	Payment - Business Rates	Broadlands district council	-570.00
591	28/09/2026	Payment - Food Waste	Veolia	-43.66
592	01/09/2026	Payment - Supplier refund due to double payment	ESS LTD	150.00
593	29/09/2026	Payment - No. 10 padlock	A C Leigh	-50.18
594	29/09/2026	Payment - quotation for webbing	Cooks Blinds and Shutters Ltd	-1,771.68
595	29/09/2026	Payment - Window Cleaning	Dazzle	-60.00
596	29/09/2026	Payment - Window Cleaning	Dazzle	-20.00
597	29/09/2026	Payment - Replacement of faulty light	Excel Electrical Services Ltd	-354.00
598	29/09/2026	Payment - Legal Support - former Royal Norwich Golf Club	Collective Community Planning Ltd	-1,326.00
599	29/09/2026	Payment - Contract Bark for Milwaukee Woodland Project	TMA Bark	-1,969.34
600	29/09/2026	Payment - supplies	Hugh Crane Cleaning Equip Ltd	-33.14
601	29/09/2026	Payment - supplies	Hugh Crane Cleaning Equip Ltd	-537.79
602	29/09/2026	Payment - supplies	Hugh Crane Cleaning Equip Ltd	-61.24
603	29/09/2026	Payment - Photocopier usage	Canon	-131.53
604	29/09/2026	Payment - Canon Rent	Canon	-88.45
605	29/09/2026	Payment - cafe coffee machine cleaner	Calypso Coffee	-14.34
606	29/09/2026	Payment - Cafe Coffee Machine fault and repair	Calypso Coffee	-118.20
607	29/09/2026	Payment - cafe coffee capsules	Calypso Coffee	-81.20
608	29/09/2026	Payment - skip	SUN AGGREGATES	-470.16
609	29/09/2026	Payment - wesbite accessibility remediation	Xpose	-553.13
610	29/09/2026	Payment - Items for cafe	Amazon Business EU SARL	-93.07
611	29/09/2026	Payment - Credit Note - Broken Mugs	Amazon Business EU SARL	19.19
613	30/09/2026	Payment - Fertiliser and Grass seed	Collier Turf Care Ltd	-2,069.60
614	30/09/2026	Payment - Bowling green	Collier Turf Care Ltd	-1,213.26

616 30/09/2026	Payment - External Auditor Fee	PKF Littlejohn	-2,016.00
617 30/09/2026	Payment - milk for cafe	TESCO	-12.00
618 30/09/2026	Payment - cafe coffee capsules	Calypso Coffee	-77.65
619 30/09/2026	Payment - ICO Annual Charge	Information Commissioner Office	-47.00
620 30/09/2026	Payment - Bank service charge	Unity Trust Bank	-70.80
621 30/09/2026	Payment - Bank service charge	Unity Trust Bank	-28.30
622 30/09/2026	Payment - SUM UP FEE	SUM UP	-43.37

£39,521.48

£76,972.66

Hellesdon Parish Council Reserves & Earmarked Reserves 2026/2027

Statement date 31 August 2026

<u>Earmarked Reserve Name</u>	<u>OpeningBalance</u>	<u>Movements</u>	<u>Spend</u>
AV in DJL	2,500.00		
Burial Ground Land	10,000.00	2,000.00	
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	100,000.00	82,401.84	
Community Engagement Fund	2,350.00	2,650.00	
DJL Control Panel	2,500.00		
Elections	6,500.00		
Emergency Tree Work		3,580.00	
Good Causes in Hellesdon	4,609.76	390.24	299.92
Grit Bins	1,000.00		
Hard Surfaces at Hellesdon Community Centre		20,000.00	
IT Reserve	10,000.00		
Land Acquisition Account	59,752.17	-9,752.17	
Land Contingency	53,127.24	46,872.76	
Machinery	7,293.00	-2,269.00	
Mountfield Park	35,462.99		
Parish Poll Provision	6,000.00		
PF Ownership signs	1,508.45		
Play Equipment	20,000.00	39,000.00	
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	624,242.79	57,141.31	299.92
	624,242.79	57,141.31	299.92
General Reserve			
Total			

CurrentBalance

2,500.00
12,000.00
3,000.00
62,242.78
8,784.04
182,401.84
5,000.00
2,500.00
6,500.00
3,580.00
4,700.08
1,000.00
20,000.00
10,000.00
50,000.00
100,000.00
5,024.00
35,462.99
6,000.00
1,508.45
59,000.00
20,000.00
1,000.00
10,000.00
64,380.00
4,500.00
681,084.18

681,084.18
340,514.28
993,305.67

Hellesdon Parish Council

Prepared by: Rebecca Laine - Deputy Clerk Date: 6.10.26
Name and Role (Clerk/RFO etc)

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

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		968,851.92
	ADD Receipts 01/04/2026 - 30/09/2026		480,847.05
	SUBTRACT Payments 01/04/2026 - 30/09/2026		1,449,698.97
			445,380.92
	Cash in Hand 30/09/2026 (per Cash Book)		1,004,318.05
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2026	2.20	
	Unity Trust Current 30/09/2026	27,002.98	
	Unity Trust Instant Access 30/09/2026	550,878.87	
	Barclays Deposit 30/09/2026	353,673.31	
	Barclays Deposit 2 30/09/2026	85,215.33	
	Cafe Float 30/09/2026	100.00	
	Barclay Card 08/09/2026	0.00	
	TradePoint 30/09/2026	0.00	
	Sum Up 30/09/2026	0.00	
	Barclays 30/09/2026	1,341.18	
			1,018,213.87
	Less unrepresented payments		13,895.82
			1,004,318.05
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,004,318.05
A = B Checks out OK			

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		
03/9/26		2x Iceberg Lettuces for cafe - Co-Op	1.70	13.29
03/9/26		Food for Cafe - LIDL	4.79	8.50
09/9/26		Food for Cafe - Co-Op.	6.30	2.20
		CASH COUNTED		
		20/09/26 £2.20		

[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 September 2026 to 30 September 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
£27,370.59	£66,504.18	£66,136.57	£27,002.98

Your arranged overdraft limit is £0.00



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Accessibility

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*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 September 2026 to 30 September 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
£577,936.76	£30,000.00	£2,942.11	£550,878.87



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Today: 02 Oct 2026



HELLESDON PARISH COUNCIL

Transactions

Business Premium ME

20-62-68 13017702

Available balance	£353,673.31
Last night's balance	£353,673.31
Overdraft limit	n/a

Showing 1 transaction between 07/09/2026 and 07/09/2026 from 01/09/2026 to 30/09/2026

Date	Description	Money in	Money out	Balance
07/09/2026	Credit Payment INTEREST PAID GROSS FOR PERIOD 8JUN/ 6SEP	£923.43		£353,673.31

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Today: 02 Oct 2026



HELLESDON PARISH COUNCIL

Transactions

Business Premium ME

20-62-68 73554503

Available balance	£85,215.33
Last night's balance	£85,215.33
Overdraft limit	n/a

Showing 1 transaction between 07/09/2026 and 07/09/2026 from 01/09/2026 to 30/09/2026

Date	Description	Money in	Money out	Balance
07/09/2026	Credit Payment INTEREST PAID GROSS FOR PERIOD 8JUN/ 6SEP	£222.50		£85,215.33

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Cafe Reconciliation

30.9.26

Float.

Hellesdon Community Centre - Café Reconciliation Sheet

Date

30.9.26

Reconciled By (must be 2 people)

Rebecca

&

Dave

£50	
£20	
£10	~~10~~
£5	25 =
£2	6 =
£1	50 =
50p	2-50
20p	7-60
10p	2-10
5p	6-10
Bronze	- 70

TOTAL CASH	100-00
------------	--------

Credit Card (Add)	
-------------------	--

Float (less)	
--------------	--

Balance	
---------	--

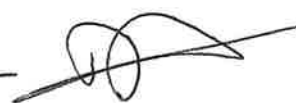
Till Receipt	
--------------	--

Diff (+ or -)	
---------------	--

Cash to Bank	
--------------	--

Checked and
Counted

£100.

Rebecca 

Office Use Only:

Cash Banked on: ___/___/___

Paying in Book Ref: ___

CC Money Received: ___/___/___

Please attach Till Reconciliation

Explanation of any variances

Today: 02 Oct 2026



HELLEDON PARISH COUNCIL

Transactions

Business Premium ME

20-62-68 03124401

Available balance	£1,341.18
Last night's balance	£1,341.18
Overdraft limit	n/a

Showing 1 transaction between 07/09/2026 and 07/09/2026 from 01/09/2026 to 30/09/2026

Date	Description	Money in	Money out	Balance
07/09/2026	Credit Payment INTEREST PAID GROSS FOR PERIOD 8JUN/ 6SEP	£3.50		£1,341.18

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Report for : **Full Council**

Date: **13 October 2026**

Item Title: **To note the completion of the audit and any external auditor comments relating to Section 3 of the Annual Governance and Accountability Return (AGAR)**

Background and Purpose

The Annual Governance and Accountability Return (AGAR) has been completed, and the Council has published the required notices and supporting documentation.

The External Auditor's comments are recorded in Section 3 of the return, which is attached as Appendix A to this report. The matters raised are consistent with the Internal Auditor's findings and the Council's agreed action plan.

The External Auditor has not charged any fees beyond the permitted statutory amount.

Conclusion

Since the introduction of Scribe, the accounting issues identified through the audit process have been resolved. Work on the asset register and the requirements of Assertion 10 is ongoing and will be completed in sufficient time for the next AGAR submission, due in June 2027.

Financial Considerations

n/a

Recommendations or Actions

The report should be noted.

Author of report : **Clerk**

Date: **6 October 2026**

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Hellesdon Parish Council - NO0213

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes'.
- Information received from the smaller authority indicates that Section 2 Box 9 is incorrect for the prior year and current year. The council have confirmed they will conduct a detailed audit of all assets with a view to be possibly reinstate the asset register figure for the AGAR 2026/2027
- The smaller authority has confirmed that Section 2, Box 3 incorrectly included a movement to reserves. Section 2 Boxes 3 and 7 for the current year should read £192,608 and £955,168, respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 1, 2, 4, 5 and 10, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor's response to Internal Control Objectives A, B, C, E, F, H, J, L & O.

The smaller authority has not been able to provide evidence of the consideration of the independence of the internal auditor upon appointment as the records are no longer available. In accordance with the Practitioner's Guide Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

29/09/2026

Report for : **Full Council**

Date: **13 October 2026**

Item Title: **To approve a pumpkin related event for Halloween on 30 October 2026 within the half term holiday.**

Background and Purpose

At its meeting on 15 September 2026, the Events Committee proposed holding a Halloween themed event during the October 2026 half term holiday.

The proposal has been discussed with the Chair-elect of the Events Committee, Cllr Diffey, who supports the event proceeding.

Residents would be invited to bring carved or decorated pumpkins to the Community Centre on 30 October 2026 for judging, with prizes awarded to the winners.

The Majorie Lewis Room is available for a two-hour period on 30 October 2026. Entries would be judged in two age categories: under 16s and 16 and over.

Subject to availability, the newly appointed Chair of the Council would be invited to assist with judging the competition.

Conclusion

The proposed event would provide an enjoyable opportunity for residents to participate in a community activity during the half term holiday. Preparatory work has been completed, enabling arrangements to be progressed immediately if Council approval is granted.

Financial Considerations

The estimated cost of staging the event is £50, which can be met from the Events Committee budget.

Recommendations or Actions

The Council is asked to:

- approve the proposed pumpkin themed event at the Community Centre on 30 October 2026, with expenditure of up to £50 to be met from the Events Committee budget.

Author of report : **Clerk**

Date: **6 October 2026**

Report for : Full Council

Date: 13 October 2026

Item Title: To consider appointment of councillors to vacant positions on committees and panels.

The Parish Council has the following vacancies:

Committees

- Member of Staffing committee
- Member of Community Centre and Café committee
- Member of Events committee
- 2 Members of Playing Fields Allotments & Amenities committee
- 2 Members of Planning committee
- Member of Environment committee
- Vice Chair of Environment committee
- Member of Property, Policy and Resources committee (this committee is constituted as the Chairs of all the committees – the vacancy should, by virtue of the Terms of Reference be filled by Cllr Diffey as Chair of Events)
- Vice Chair of Property, Policy & Resources committee

Panels

- Substitute for Safer Neighbourhood Action Panel (SNAP)
- Member for Disciplinary Panel*
- Member for Grievance Panel*
- Substitute for Disciplinary Panel*

(*members of the disciplinary or grievance panel can not serve on the staffing committee)

Current members of the Staffing Committee

Staffing Committee	
Chairman	David Britcher
Vice Chairman	<i>Shelagh Gurney</i>
Members	Bill Johnson
	Roy Forder
	Andrew Lock
	John Knowles
	Vacancy

Current members of Community Centre & Café Committee

Hellesdon Community Centre& Cafe Committee	
Chairman	Roy Forder
Vice Chairman	<i>Nigel Barker</i>
Members	Shelagh Gurney
	Gemma Diffey
	Lacey Douglass
	John Knowles
	Vacancy

Current members of Events Committee

Events Committee	
Chairman	Gemma Diffey
Vice Chairman	<i>Roy Forder</i>
Members	Bill Johnson
	David Britcher
	Lacey Douglass
	Vacancy

Current members of Playingfields, Allotments & Amenities Committee

Playingfields, Allotments & Amenities Committee	
Chairman	Shelagh Gurney (P)
Vice Chairman	David Fahy
Members	Nigel Barker
	Mike Hicks
	Gemma Diffey
	Vacancy
	Vacancy

Current Members of Planning Committee

Planning Committee	
Chairman	Roy Forder (P)
Vice Chairman	Robin Sear (P)
Members	Mike Hicks
	Susan Holland
	Vacancy
	Vacancy

Current Members of Environment Committee

Environment Committee	
Chairman	Ian Duckett (P)
Vice Chairman	Vacancy
Members	David Britcher (P)
	Andrew Lock
	John Knowles
	Vacancy

Current Members of Property, Policy and Resources Committee

Property, Policy & Resources Committee	
Chairman	Shelagh Gurney (P)
Vice Chairman	Vacancy
Members	David Britcher (P)
	Roy Forder (P)
	Ian Duckett (P)
	Chair of Events Committee

Disciplinary Panel Members

Cllr Mike Hicks, and Cllr Nigel Barker (1 vacancy)

Sub: Cllr John Knowles (requires replacing as staffing committee members can not be a substitute for the Disciplinary Panel.)

Grievance Panel Members

Cllr Mike Hicks, and Cllr Nigel Barker (1 vacancy)

Sub: Cllr Gemma Diffey

For information only

Panel of Appeals Members

Cllr Sue Holland, Cllr Ian Duckett, Cllr Robin Sear.

Subs: Cllr David Fahy & Cllr Lacey Douglass.

Recommendations

The Parish Council are asked to appoint:

1. Member of Staffing committee
2. Member of Community Centre and Café committee
3. Member of Events committee
4. 2 Members of Playing Fields Allotments & Amenities committee
5. 2 Members of Planning committee
6. Member of Environment committee
7. Vice Chair of Environment committee
8. Approve Cllr Gemma Diffey as a member of Property, Policy and Resources committee
9. Vice Chair of Property, Policy & Resources committee
10. Substitute for Safer Neighbourhood Action Panel (SNAP)
11. Member for Disciplinary Panel*
12. Member for Grievance Panel*
13. Substitute for Disciplinary Panel*

(*members of the disciplinary or grievance panel can not serve on the staffing committee)

Clerk

Date 6 April 2026

**Minutes of the meeting of Helledon Events Committee held on
Tuesday 15 September 2026, 7pm in the Council Chamber,
Diamond Jubilee Lodge, Wood View Road, Helledon, Norwich NR6 5QB**

Present at the Meeting

Cllr Roy Forder (Chair)
Cllr David Britcher
Cllr Gemma Diffey

In Attendance

Jonathan Hall (Clerk)
Rebecca Larke (Deputy Clerk)
Kevin Sage (Facilities Manager)
Dave Marshall (Admin)
Connie Wardale (Best of Norfolk)

The Chair welcomed all attendees and opened the meeting at 7.01pm. Cllr Forder explained he would be chairing the meeting following the recent resignation of the Chair of the Events Committee. Cllr Forder conducted an election for a new Events Committee Chair. It was **RESOLVED** that Cllr Diffey would be recommended to Full Council as the new Chair until which time she is Chair Elect.

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllrs Johnson and Douglass.

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. To approve the minutes of the meeting held on 18 August 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 Terms of Reference were reviewed. It was **RESOLVED** to accept the Terms of Reference for recommendation for agreement at Full Council.

6. To consider passing a resolution under the Public Bodies (Admission to Meeting) Act 1960 to exclude the press and public for the duration of agenda item 7 in view of the confidential nature of the business to be transacted

It was **RESOLVED** to exclude the press and public for the duration of agenda item 7.

7. Quote from The Best of Norfolk

The Committee asked Connie Wardale some questions concerning the quote received which were duly answered. The Chair thanked Connie for her time and she left the meeting.

Following further discussions, it was **RESOLVED** to note the quote from The Best of Norfolk and for the Clerk to issue a thank you to Connie Wardale for her work.

A discussion took place as to whether the Committee would benefit from an in-house part time Events Organiser/Public Relations/Social Media position. The Clerk advised that this would be picked up during the HR Governance Review that will be shortly undertaken.

8. Budget Monitoring

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

9. To receive update on Senior Citizens Christmas Party

It was **RESOLVED** to delegate the authority to the Clerk/RFO to source, book and make payment for a singer/entertainer.

Cllr Diffey will contact Cllr Douglass in connection with the food requirements.

10. To receive update on Hellesdon at Christmas

It was **RESOLVED** to cancel the Hellesdon at Christmas event.

11. To receive update on Community Hearts Awards

An inventory of supplies still held from the previous event will be undertaken to ascertain what could be re-used.

11a. To consider quote received from KSD Productions Services Limited

The quote was received and noted.

Approved.....

Date.....

12. To establish costs for the remainder of events that will fall within the 26/26 Budget period and to ascertain any overspend for full council consideration of increase in budget allocation for current year

The Committee considered the costs relating to forthcoming Events and **RESOLVED** to recommend to Full Council to request an additional £3000 budget to be taken from General Reserves.

12a. To consider and resolve the payment of the holding deposit in respect of the Halloween Party 23rd October 2027

It was **RESOLVED** to pay the holding deposit and delegate the authority to the Clerk/RFO to make payment.

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

It was agreed that the next meeting of the committee would be Tuesday 27th October 2026 at 7pm

Meeting closed at 8.25 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 committee should consist of seven parish councillors. All other councillors will be substitutes for this committee.
- 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 and to set the committee's annual budget.

Roles & Responsibilities

To plan, coordinate and oversee events organised or supported by the Parish Council, ensuring they are safe, inclusive, financially sound, and aligned with the objectives of the Council.

Event Planning and Coordination

To identify, plan, arrange and coordinate community events on behalf of the Parish Council, in consultation with Council officers and relevant stakeholders, and to approve the annual events programme within the budget agreed by Full Council.

Health, Safety and Risk Management

To ensure that appropriate risk assessments, health and safety measures, emergency and evacuation plans, and safeguarding considerations are prepared and implemented for all events, in accordance with legislation and best practice.

Compliance and Permissions

To ensure that all necessary permissions, licences, insurance requirements and statutory notifications (including liaison with external bodies where required) are obtained in advance of events.

Financial Planning

To prepare and submit a draft annual events budget for consideration by the Policy, Planning & Resources (PP&R) Committee, monitor event expenditure against agreed budgets, and oversee the financial arrangements for approved events. The Committee may:

- approve expenditure headings and budget allocations for each event

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

- authorise the Clerk/RFO to incur expenditure and make purchases within the event framework and delegated limits
- establish an Events Working Group to consider operational details and make recommendations to the Committee or to officers.

The Clerk/RFO may authorise expenditure only where:

- the expenditure falls within the approved committee budget;
- it is within any delegated limit set by the Council;
- it complies with the Council's Financial Regulations, Standing Orders, Scheme of Delegation and procurement requirements; and
- there is a clear need related to an approved event and falls within the event framework.

Any expenditure outside the approved budget, outside the delegated limit, or otherwise considered exceptional must be referred to the Committee or Full Council, as appropriate.

Procurement and Contractors

To oversee the selection and engagement of suppliers, contractors, entertainers and volunteers required for events, ensuring value for money and compliance with the Council's financial regulations and procurement policies.

Promotion and Communication

To assist with the promotion and publicity of events through appropriate channels, including noticeboards, newsletters, social media and the Parish Council website, in liaison with the Parish Clerk.

Partnership Working

To work collaboratively with community groups, volunteers, local organisations and other councils where appropriate to support or deliver events.

Accessibility and Inclusion

To ensure that events are, wherever possible, accessible and inclusive for all members of the community.

Post-Event Review

To conduct post-event evaluations and report outcomes, including attendance, feedback and any lessons to be learnt.



Diamond Jubilee Lodge, Wood View Road, Helleston, Norwich NR6 5QB
Tel: 01603 301751 email: contact@helleston-pc.gov.uk www.helleston-pc.gov.uk

Reporting and Accountability

To report regularly to the Parish Council on planned events, associated expenditure, and any matters requiring Council approval or decision.

Report for : **Full Council**

Date: **13 October 2026**

Item Title: **To recommend to Full Council that an additional £3000 to be added to the committee's budget for the remainder of the 26/27 financial year to be taken from general reserves.**

Background and Purpose

The Events Committee met on 15 September 2026 to discuss the remaining calendar of events planned for the current financial year 2026/27.

The Christmas event was cancelled, however the Senior Citizens Christmas party and the Awards Evening were agreed to proceed.

The Awards evening has subsequently been moved to April 2027, which is in the next financial year (2027/28). However, much of the costs, if not all, will fall into the current financial year. Given this position the committee established that estimated costs, provided by figures available from the last occasion the events was held, the Committee estimated that the current budget overspend would be in the region of £3000.

Conclusion

The timing of the Awards evening is unfortunate in that all expenditure will fall outside of the current financial year. The committee are effectively asking to bring forward budget provision from 2027/28. This can be reflected in the committee's budget proposals for 2027/28.

Financial Considerations

The £3000 budget request can be taken from General Reserves which is reflecting a healthy position.

Recommendations or Actions

The Council is asked to:

Approve the £3000 request to enable the committee to delivery the programme of events scheduled.

Author of report : **Clerk**

Date: **6 October 2026**

Minutes of the Meeting of the Playing Fields, Allotments and Amenities Committee held on Thursday 10 September 2026 at 7pm at Diamond Jubilee Lodge, Woodview Road Hellesdon, Norwich NR6 5QB

Present:

Cllr David Fahy (Vice Chair)
Cllr Shelagh Gurney
Cllr Mike Hicks

Also in Attendance:

Jonathan Hall (Parish Clerk)
Kevin Sage (Facilities Manager)
Three members of the public

The Vice Chair welcomed all to the meeting and advised he would be opening the meeting in his capacity as Vice Chair, due to the resignation of the former Chair Cllr Hicks. In addition, the committee was advised that Cllrs David & Mel Maidstone had resigned from the Parish Council earlier in the day.

1. To elect a Chair for the meeting and to recommend to Full Council a Chair to fill the vacant position.

It was **RESOLVED** to elect Cllr Gurney as Chair for the meeting and to recommend to Full Council to fill the vacant position of Chair of the committee.

2. Apologies and acceptance for absence

Apologies were received and accepted from Cllrs Nigel Barker and Cllr Gemma Diffey.

3. Declarations of Interest and Dispensations

No Declared interests or dispensations.

4. To approve the minutes of the committee meetings held on 15 December 2025 and 19 March 2026

The minutes of the committee meetings held on 15 December 2025 and 19 March 2026 were **APPROVED** as a true and accurate record.

5. Public Participation

One member of the public was referred to the AGM of Hellesdon Allotment Holders Association being held at the allotment site on Bush Rd.

Another member of public was interested in agenda item 10 and the Chair suggested that she become involved in the meeting at that point.

6. To receive and agree the Committee's Terms of Reference for recommendation to Full Council

The draft Terms of Reference were **APPROVED** to recommend to Full Council for approval.

7. To receive and note Committee budget monitoring report

The report, covered the period 1 April 2026 to 31 August 2026, was received and noted. The overall budget was in a healthy position which was further supported by the fact that most income for the committee would be received in the later half of the year.

8. Clerk's report on committee matters

The report was circulated to members prior to the meeting and was noted.

9. To receive a verbal report from the Facilities Manager regarding fencing around the Skatepark and to consider recommendation to delegate authority to the Clerk to resolve the issue within Financial Regulations

The Facilities Manager advised that the fence around the skatepark had previously been identified as requiring repair, but that the need for remedial works had now become more urgent. A quote of £4,900 excluding VAT had been obtained from a local contractor. It was **RESOLVED** to obtain two further quotes and, subject to Financial Regulations, to delegate authority to the Clerk, in consultation with the Committee Chair, to appoint a contractor. Should the accepted quote exceed £5,000, authority to proceed would be referred to Full Council for resolution.

10. To consider reinstating position of Tree Warden in line with The Tree Council scheme.

The Chair suspended standing orders to allow Kayla Lancaster to speak and advise the meeting of her interest in the role and her background of volunteering with a conversation trust.

Standing orders were reinstated and it was **RESOLVED** to endorse Kayla Lancaster as the Parish's Tree Warden. The Clerk would advise the Tree Council of the endorsement. It was also **RESOLVED** to switch £500 of budget from code 322 Project Materials to a new code earmarked for the training and support of the Tree Warden.

11. To consider the date, time and venue of the next meeting

The Clerk would consider dates with the Chair when the next meeting should take place. This meeting would include the budget proposals for 27/28.

Meeting Closed at 8.03 pm

TERMS OF REFERENCE

PLAYING FIELDS, AMENITIES & ALLOTMENTS COMMITTEE

Responsibilities specific to all committees:

- To produce and present an annual committee budget to Property, Policy and Resources Committee.
- To monitor its functions and expenditure on a regular basis.
- 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/AGREED**. 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 approval of the Committee minutes.

Responsibilities specific to this committee:

Authority

The Playing Fields, Amenities & Allotments Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about council owned playing fields, play areas, parks and gardens, green and open space and allotment sites upon delegation by the full council after land purchase or acquisition subject to budget and expenditure limits.

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 committee will consist of six Councillors.
All other councillors will be substitutes for this committee

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 four times during each civic year and to publish these meetings as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To keep under review the provision of allotments, sports & recreational facilities of the council.
2. 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.
3. To manage a list of residents in the parish who are waiting for a tenancy of an allotment plot.
4. To facilitate for all aspects of maintenance and ground works in accordance with adopted financial regulations
5. To manage use of the councils playing fields and parks by sports clubs to include the granting of a tenancy.
6. To advise the full council of the impact of proposals by owners or occupiers of land that may affect its allotments, sports and recreational facilities.
7. To make recommendations to the council about the level of the annual rents for allotments and other fees for use of sports and recreational facilities.
8. To review and recommend byelaws or such similar orders for the allotments, parks and playing fields for Full Council approval.
9. To work in partnership with appropriate funding bodies to improve allotments, sports & recreational facilities.
10. To work in partnership with the police to alleviate anti-social behaviour and vandalism within the allotments, sports & recreational facilities
11. To maintain and update rules in relation to hiring of allotment, sports and recreational facilities

12. To appoint from its membership and in accordance with standing orders, panels or groups with a specification of the role and procedures, for liaising with outside bodies which have an interest with the council, currently

- Allotment Liaison Group

Standing Items for Ordinary Meetings

First meeting –

- to appoint members to panels/groups in respect of matters the responsibility of the Committee as identified in delegated power 12
- to consider Roles & Procedures of Panels/Groups
- to set dates of committee ordinary meetings

Second meeting –

- to consider the current report from the Allotment Liaison Group
- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider hire rates for the forthcoming financial year for sports facilities and allotments
- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to consider the current report from the Allotment Liaison Group

**Minutes of the meeting of the Property, Policy & Resources Committee held on
28 September 2026 at 7pm at Hellesdon Parish Council Offices, Diamond Jubilee Lodge,
Woodview Road, Hellesdon, Norwich, NR6 5QB**

Present:

Cllr Shelagh Gurney (Chair)
Cllr Roy Forder
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 Ian Duckett and David Britcher.

2. Declarations of Interest and Dispensations

None.

3. To Approve the Minutes of committee meeting held 29 June 2026

The minutes of the meeting held on 29 June 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 receive a report from the Clerk on Committee matters and to note.

The Clerk's report was received and noted. It was suggested that the Clerk should make contact with Veolia and Biffa to ascertain whether any grant funding could be obtained for the installation of the bench outside the Co op on Reepham Road.

6. To receive and note budget monitoring and earmarked reserves reports

The reports on the budget position and earmarked reserves were noted. Some budget lines required adjusting as figures carried over from Rialtas had been split into more codes when transferred to Scribe. The data from the previous year's accounts were being progressed on to Scribe and would be available by the time the budget cycle for 27/28 had started.

7. To note PHS invoice authorisation by Clerk and Chair of Committee in line with Financial Regulation 5.15.

The Committee noted that the Clerk, together with the Chair of the Committee, had approved payment of the PHS invoice because it exceeded the Clerk's delegated authority limit of £3,000. PHS had been notified that the sanitary contract should not renew automatically, as additional quotations were required to determine whether the current contract represented value for money.

Approved.....

Date.....

- 8. To receive a report on current contracts and to note the actions required to ensure that any renewal of services complies with the Council's Financial Regulations.**

The Clerk presented the report which detailed the larger contracts currently being in place with the Parish Council. A review had been undertaken and a number of renegotiations had taken place with suppliers and savings had been made, however there was further work to do to ensure the Parish Council always obtained value for money.

- 9. To consider quotes from Health and Safety Consultancies and to agree contract details and costs for either a 12, 36 or 60 month period.**

The Committee **RESOLVED** to appoint Peninsula as the Council's Health and Safety Consultants for a 60 month period as this was the most effective pricing option.

- 10. To consider grant application from St Mary's and St Paul's Churches to install bike racks.**

The administrator of the two churches had contacted the Clerk to advise that other grant monies had now been accessed, and the request for a grant from the Parish Council was no longer required and had been withdrawn.

- 11. To receive a report and to note work undertaken to the Council's Website to ensure compliance with Assertion 10 and Web Content Accessibility Guidelines 2.2**

The report was received from the Clerk and duly noted. It was pleasing to note that the Council's website now met fully the requirements under Assertion 10 and the Web Content Accessibility Guidelines 2.2, following detailed and forensic work by the Council's website provider. The Clerk reassured the committee that the toolkit available from NALC concerning Assertion 10 was being worked through to ensure compliance.

- 12. To consider submission to Norfolk County Council's Parish Partnerships Scheme for budget year 27/28.**

The Committee agreed to submit a bid under the scheme to complete the work following the installation of the pelican crossing on Reepham Road some years ago. The work would involve building a bank for the unsafe refuge on the north side of the Bull Roundabout to prevent crossing in a danger area and instead direct pedestrians to use the pelican crossing. The Clerk would contact the highways engineer first to discuss the proposals.

- 13. To consider and agree the approach to reviewing the Council's policies.**

The Committee **RESOLVED** that the Clerk would review all Council policies and group them by service area. New staffing policies would be produced by Council HR and Governance Support and adopted as part of the HR Governance review. Similarly, all Health and Safety policies would be replaced by those provided by the Council's new Health and Safety consultant, Peninsula. The Clerk would also consider whether appropriate documents could instead be classified as procedures or guidelines, reducing the need for Committee to review and making operational amendments easier to implement, rather than retaining them as formal policies for the committee to approve.

- 14. To consider the date and time for the next committee meeting.**

The date and time of the next meeting was confirmed as 14 December 2026 at 7pm.

Meeting ended 8.55pm

Approved.....

Date.....

Report for : **Full Council**

Date: **13 October 2026**

Item Title: **To appoint the Clerk as representative of the Parish Council at the planning meeting to be held on 14 October 2026 at Broadland District Council offices regarding planning application 2026/0836 Sports Ground, Heath Crescent ,Hellesdon, Norwich NR6 6XF**

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Background and Purpose

Cllr Gurney had noted on a BDC planning agenda for 14 October 2026 that the above application was to be discussed and that section 106 monies were being proposed to be allocated in the parish for football provision.

The Parish Council had not been made aware of this proposal nor consultant with regard to the provision of football within the parish.

On investigation, Cllr Gurney had reference to an exchange of emails between herself and the planning department some 18 months previously, advising that the Parish Council would be consulted in the section 106 discussions.

The Parish Council did not oppose the Care Home development on the former Jarrolds site, albeit there some reservations that the car park space proposed may not be bigger enough.

However, the Parish Council could obtain monies from the Section 106 agreement to install separate officials changing rooms with the Community Centre complex. Plans had been drawn up at the time when the Community Centre roof was being replaced but due to the complexities of that project the work was never undertaken.

The Clerk has registered to speak at the meeting to present the case that the Parish Council should be in receipt of the section 106 monies to undertake the project to enhance the changing facilities at the Community Centre.

Conclusion

The Parish Council should have representation at the planning meeting to ensure the case for the s106 monies to the Parish Council should be considered. This is a “shovel ready” project as the plans were incorporated into the planning permissions given for the replacement roof and extension to the Community Centre in 2021.

Financial Considerations

There are no direct costs associated with this proposal. The available Section 106 funding is £25,000, which is expected to be sufficient to deliver the project. However, the estimates obtained to date are only indicative and are currently around this amount. If the project

progresses, the Council may need to fund any shortfall; sufficient reserves are available to accommodate this if required.

Recommendations or Actions

The Council should resolve to seek representation at the planning meeting at BDC on 14 October 2026 and if no councillor is available, then the Clerk, under his delegated position will be able to represent the Council to promote the case that the Parish Council should be in receipt of the available s106 monies.

Author of report : **Clerk**

Date: **7 October 2026**

Report for : **Full Council**

Date: **13 October 2026**

Item Title: **To consider consultation from Broadland District Council to extend the Public Spaces Protection Order (PSPO) to tackle vehicle related anti-social behaviour.**

Background

The existing Broadland vehicle-related anti-social behaviour PSPO applies across the whole Broadland district, 24 hours a day, 365 days a year. In practical terms, its regulatory controls prohibit a person from taking part in, or attending as a driver, passenger, vehicle owner or spectator, a vehicle gathering where the activity causes, or is likely to cause, nuisance, annoyance, harassment, alarm, distress or another detrimental impact on the locality.

The prohibited activities include:

- unnecessarily sounding vehicle horns;
- playing amplified music in, near or powered from a vehicle at an excessive volume;
- excessive or unnecessary engine revving, including causing engines to backfire;
- racing vehicles or driving in a race-style manner;
- driving at excessive speed;
- repeated or sudden acceleration, braking or wheel-spinning;
- performing stunts, including burn-outs, doughnuts and drifting;
- driving a vehicle in a dangerous, irresponsible or otherwise anti-social manner; and
- participating in or spectating at vehicle gatherings where these behaviours are occurring.

The controls apply in public places and on public highways throughout Broadland, including publicly accessible locations such as retail and business parks. Breaches may be dealt with by the Police or authorised Council officers through a fixed penalty notice or prosecution.

Broadland District Council's webpage links to the current Order and district map. [Broadland and South Norfolk Council – vehicle-related anti-social behaviour PSPO](#)

Purpose

The following email was received from Broadland District Council on 29 September 2026.

As you may recall, the Council made a Public Spaces Protection Order (PSPO) to tackle vehicle-related anti-social behaviour. The current Order is due to expire in April 2027 but under the legislation, the Council may consider an extension of up to a further three years.

Under the legislation governing the making, variation and extension of PSPOs, the Council is required to consult with specified organisations and the public before a decision can be made. This consultation forms part of that statutory process and will help inform the Council's consideration of whether the Order should be extended.

You can view the current Order and the map of the affected area here: [Vehicle related anti-social behaviour PSPO downloads | Broadland and South Norfolk](#).

The consultation will run from 2 October 2026 to 27 November 2026. We would be grateful if you could provide your views on the following questions:

- 1. Do you agree with the regulatory controls contained within the existing PSPO?*
- 2. Do you agree with the proposal to extend the existing PSPO for a further three years?*

We welcome responses to both questions and any comments you wish to provide in support of your views. Whilst the consultation is an important statutory requirement and will be carefully considered, the Council must ultimately make its decision in accordance with the legal tests and evidence required for a PSPO.

Actions

The Parish Council is asked to consider:

1. Does the Parish Council support retaining the existing restrictions on anti-social vehicle gatherings and behaviours, including vehicle racing, stunt driving, excessive engine noise, sounding horns and loud amplified music?
2. If the Parish Council wishes to support the extension of the existing PSPO for a further three years.

Author of report : **Clerk**

Date: **7 October 2026**