

HP HELLEDON PARISH COUNCIL

Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of Full Council meeting held on Tuesday 13 October 2026 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon Norwich Norfolk NR6 5BQ

Present:

Cllr David Britcher (Chair)
Cllr Roy Forder
Cllr John Knowles
Cllr Bill Johnson
Cllr Sue Holland

Cllr Gemma Diffey
Cllr Shelagh Gurney
Cllr Andrew Locke
Cllr Nigel Barker

In attendance:

Jonathan Hall (Clerk & RFO)
Rebecca Larke (Deputy Clerk)
Cllr Nick Taylor (Norfolk County Councillor)
Three members of the public.

1. Election of Chair and Vice Chair

The Council **RESOLVED** to elect Cllr Britcher as Chair of the Council and Cllr Gurney as Vice Chair of the Council. Cllr Britcher signed his Acceptance of Office of Chair form in the presence of the Proper Officer.

2. Apologies and acceptance for absence

Members received apologies for absence from Cllrs Lacey Douglass, Ian Duckett, David Fahy, Mike Hicks and John Knowles and **RESOLVED** to approve the reasons for non attendance in accordance with section 85 of the Local Government Act 1972.

3. Declarations of Interest and Dispensation

No further declarations were declared beyond those already published on the Register of Interests.

4. Minutes from Full Council meeting held 8 September 2026

The minutes of the meeting held on 8 September 2026 were **AGREED** as a true and accurate record and were duly signed by the Chair.

5. Public Participation

Concerns were raised about the potential development of the land on the south side of Reephram Road, opposite Cottingham's Park. The Clerk explained that the land lies within Drayton, although any development was likely to place greater pressure on facilities and infrastructure in Hellesdon than on those in Drayton. The site had been brought forward by the landowner during the 'Call for Sites' in developing a new Greater Norwich Local Plan to 2045. Those sites had not yet been reviewed and once a triage process had taken place, any suitable

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sites for development would go to public consultation in 2027. A submitted site is not automatically considered suitable or allocated for development.

PC Sam Hales advised the meeting that his colleague PC Matt Hills had been seconded to a different unit and he was unaware when he would return. The summer period had been busy and resources had been stretched to cover other duties. PC Hales had visited local schools to discuss parking issues around drop off and pick up times. The zigzag lines outside Kinsale Schools entrance required repainting. A crack down on E scooters and E bikes was in progress, although this was proving hard to police as offenders often sped away before being able to be caught, however last term an E bike at Hellesdon High School had been seized and destroyed. Only licensed E Scooters operated by Beryl Bikes were legal. Officers were aware of helmetless balaclava wearing youths on motorbikes intimidating local residents. The details of the next Safer Neighbourhood Action Panel (SNAP) meeting would be emailed to the Clerk.

6. Co-option of two councillors following confirmation that no election has been called.

The Council had received one application for consideration of co-option and **RESOLVED** to elect Tony Adams on to the Parish Council. Cllr Adams signed his Acceptance of Office form in the presence of the Proper Officer.

Cllr Adams left the meeting 7.26pm

7. Other Council's Reports

a) Broadland District Councillor reports.

Cllr Gurney (Hellesdon North West) advised she had very recently discovered that the Parish Council had been bypassed in relation to a section 106 contribution of £25,000 from the application (20260836) to build a care home on the former Jarrold's Sports Ground site. Having spoken to planning officers and working with the Clerk, it was very likely that this contribution will be diverted to the Parish Council to undertake the installation of separate match official changing rooms within the Community Centre. The Clerk (subject to approval of item 11) and Cllr Gurney were due to speak at the planning meeting on 14 October 2026.

Cllr Gurney had been working with Cllr Douglass concerning the proposal for Norfolk County Council's Highways officers to accept the alternative proposals for traffic and parking mitigation at The Whiffler Pub on City View Road, in order for Wetherspoons to discharge their obligations in line with planning condition number five. This decision by officers was contrary to the original plan to install double yellow lines. The planning committee meeting held earlier the same evening, had objected to the alternatives as not being robust enough to address the issues.

Councillors had been forwarded the Air Quality Strategy document from Broadland District Council which reflected general air quality. Monitoring stations had been located in Hellesdon.

Cllr Johnson left meeting at 7.37pm

b) Verbal report from Cllr Britcher from the Western Link meeting held on 30 September 2026.

Cllr Britcher advised that the meeting had not been that productive as plans for the options of the new routes to be considered had not been agreed by Norfolk County Council's Cabinet and

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subsequently were not in the public domain. However, it was pleasing to note progress was being made and the hope was that any new route was as close to Norwich as possible to ensure usage levels were not affected by lengthy journeys.

c) 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. In addition, Cllr Taylor advised that it is likely that new routes for the Western Link Road would be available by the end of the year, subject to Cabinet approval. However, any new route was unlikely to be close to Norwich as Natural England would prevent such a proposal. The road would be single carriageway and no viaduct would be required.

Cllr Taylor had been advised by Highways Officers that due to the loose wording of the planning condition for The Whiffler Pub it would be difficult to insist that double yellow lines should be installed. However, it was hoped that the applicants would offer the value of their alternative proposals with Norfolk County Council making up the shortfall to produce a Traffic Regulation Order (TRO) and installation of double yellow lines.

A request was made to consider the effectiveness of the 'H' bars installed on Cottingham's Drive and whether a TRO could be considered instead for double yellow lines.

8. Parish reports

a) Clerk's report to note

The Clerk's report had been circulated prior to the meeting and was noted. In addition members were advised that the Local Area Co Ordinator, Heidi Waters would be undertaking a soft launch of the service on 14 October 2026 in the café in the Community Centre, between 10am and 12 noon.

b) Chair's report to note

The Chair advised that in his capacity as Chair of Staffing he had visited the former Chair of the Council David Maidstone to obtain the original copy of the Clerk's employment contract.

9. Financial Matters

It was **RESOLVED** to approve:

- a) The list of payments and receipts from 1 September 2026 to 30 September 2026.
- b) Earmarked Reserves Summary to 30 September 2026.
- c) The bank reconciliation to 30 September 2026.

d) To note the completion of the audit and any external auditor comments on the Annual Governance and Accountability Return (AGAR).

The Clerk advised the comments from PFK Littlejohn, the External Auditor were as expected. The External Auditor had also not charged anything beyond the usual statutory fees permitted. The completion of the audit process for 25/26 was noted.

The Clerk was asked to produce an update on the AGAR action plan for the next Full Council meeting.

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10. Committees

a) All Committees: To consider appointment of councillors to vacant positions on committees and panels.

It was agreed to defer this item to the November 2026 Full Council meeting.

To receive reports from Chairs of Committees and to note.

b) Committee Centre & Café Committee

No report.

c) Environment Committee.

No report

d) Events Committee

The draft minutes from 15 September 2026 meeting were noted.

The Council **RESOLVED**;

- i. To approve Cllr Diffey as Chair of the Committee.
- ii. To agree the Terms of Reference for the Committee.
- iii. To add an additional £3000 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 with a total event cost set at £50.

e) Planning Committee

The Chair advised that the committee had objected to The Whiffler Pub's alternative proposals for traffic and car parking mitigation on City View Road.

f) Playing Fields, Allotments & Amenities

The draft minutes of the meeting held 10 September 2026 were noted.

The Council **RESOLVED**:

- i. To approve Cllr Gurney as Chair of the Committee.
- ii. To agree the Terms of Reference for the Committee.

g) Property, Policy & Resources.

The draft minutes from the meeting held on 28 September 2026 were noted.

h) Staffing

No report.

8.37pm Cllr Adams returned to the meeting

Approved.....

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**

The Council **RESOLVED** to appoint the Clerk to represent the Parish Council to promote the case for section 106 monies to be allocated to the Parish Council.

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

The Council **RESOLVED** to:

1. 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. Support the extension of the existing PSPO for a further three years.

- 13. It was confirmed that the next Full Parish Council meeting would be held on 10 November 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB**

Meeting ended 8.51pm

Approved.....