



Helhoughton Parish Council

Annual Parish Council Meeting Minutes

Tuesday 20 May 2025.

Parish Councillors present: Tim Harris (Chairman), Sean Millard (Vice Chairman), Paul Flint, Mel Lacey-Freeman, Kit Price-Moss and Tom FitzPatrick (County Councillor). Also in attendance: Jodie Bond (Parish Clerk). There were no members of the public present.

1. To elect a Chairperson for the coming year

The Chairman invited nominations for the office of Chairman. Cllr Harris was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Harris to serve as Chairman for the coming twelve months. Proposed by Cllr Moss Price and seconded by Cllr Flint. Cllr Harris thanked councillors and signed his declaration of acceptance. Cllr Harris took the remainder of the meeting as Chairman.

2. To elect the Vice-Chairperson for the coming year

The Chairman invited nominations for the office of Vice Chairman. Cllr Millard was nominated by Councillor's present. With no further nominations it was agreed to elect Cllr Millard to serve as Vice Chairman for the coming twelve months. Proposed by Cllr Harris and seconded by Cllr Flint.

3. Welcome and receive apologies for absence

The Chairman welcomed those present. Apologies received from Tim Pinkstone. Apologies accepted.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

Cllr Harris declared an interest in item 11.2. Cllrs present granted Cllr Harris a dispensation to participate in item 11.2.

5. To approve the minutes of the meetings held on 10 March

The minutes were approved without amendment and signed by the Chairman as a correct record.

6. To report progress on items not on the agenda from the last meeting

The R signs have been purchased and collected and are being stored with Cllr Flint.

7. To receive reports from NCC Cllr & NNDC Cllr, if attending

County Cllr Fitzpatrick's report is published on our website www.helhoughtonpc.info

Cllr FitzPatrick reported that he was elected County Council Leader at this morning's meeting.

It was also noted that speeding was brought up at the last SNAP meeting, the A148 roundabout is due to be finished at the end of this month, Fakenham will be a pilot town for a new programme to boost businesses in market towns, 30 hrs of funded childcare will be available from 12 May 2025 and the Avian flu risk levels have been reduced.

8. Open forum for Public Participation: an opportunity to hear from members of the public

There were none.

9. To receive updates from councillors & working group members

9.1 Update from the Friends of Helhoughton Playground

Members of the group reported that an inspection was carried out and new signs were installed last year but there are only 2 of these signs left, the rest have disappeared.

The main gate padlock had somehow been broken so a new lock has been purchased, and the access code will be shared with key people to facilitate access. The code will be logged with emergency services if it is possible to do so.

A meeting with Tom Raynham is planned to discuss helping to flatten the football pitch, but this is to be confirmed. It is very uneven ground. A drainage pipe is being installed by the allotment site by the Estate to improve drainage. There is another section of land that could be flattened to extend the play area, update to follow. A Solar application would be considered for some play equipment for under 8's.

9.1.1 Playground expansion

Report to follow.

9.2 To receive SAM2 data report

Cllr Harris noted that there is nothing to report this time.

9.3 Helhoughton Cemetery & Church yard report

R Signs have been collected. The cemetery litter bin is usually emptied by Cllrs. Clerk to obtain prices of bin emptying from NNDC for consideration.

9.4 Village Hall Committee report

Jean Freeman reported that she has been re-elected as Chair and Chris Wright elected as Vice Chair. One long standing member has resigned, however the committee has decided not to replace this member at this time.

The reserves are healthy, with a current bank balance of £21,718.95

They intend to renovate the inside of the hall, including re-decorating, new curtains etc.

Work has been started on the boundary wall. This work was funded by a Solar Farm grant.

Cllr Moss-Price stated that once the wall is finished there will be more planters put out along the front to make it more appealing and they will keep folding chairs in the back for people to use at events.

The textile bank has been moved to allow work to the wall, and in doing so the front feet have broken as they had sunken into the tarmac, which the Parish Council may need to report to NNDC.

Questions were invited and Cllr Harris asked whether takings from the pub nights have increased from previous years, Jean replied that they vary, some are successful, usually over £100 is taken. The bar is run by volunteers, and has been opening at 7pm, which has attracted more families with children.

Yoga sessions continue every Wednesday during term time.

9.5 Solar Farm Committee report

David Kettel reported that the AGM was held last night. Jean Freeman stood down as Chair but will remain on the Committee, while David Kettel was elected as Chairman.

The churchyard roadside wall issue is affected because the road is classified as a strategic route which suggests works can only occur during certain months of the year and is a traffic management issue. Cllr Harris is in touch with County Council to see what can be done to make things happen.

The Committee is still awaiting this year's funds, last year they arrived in mid-June. The walls, a community dance and the Airman's Arms kitchen refurb will take all that is carried forward plus this year's budget. A small amount has been held back.

Cllr Flint asked what other projects will be funded, David replied that as it's a grant-based scheme it's difficult to plan, it's up to the community to make applications.

Cllr Flint suggested encouraging parishioners to consider projects for the future and the Parish Council could submit applications for a grant once a plan or project is agreed.

A member of the public suggested publishing a 'shopping list' of ideas for the Parish Council to consider applying for.

Advertising is improving, so people can see where grants have been made and how to apply for a grant, which is via the Parish Council website and anyone can apply.

10. Open Spaces

It was noted that the front feet of the textile bin in the church hall carpark has sunken and need to have paving slabs placed under them to lift it back up.

10.1 To agree mole control contract

Clerk shared prices from 2 contractors, one being £550 and the other £560 for cemetery, and £700 and £710 to include the play area. Following consideration, the Council RESOLVED to accept the quotation from Braken Pest Control for the cemetery and play area.

10.2 Update on Defibrillator Awareness Session

Dates to be agreed following this meeting.

10.3 Dog Fouling

Discussed under APM Minutes.

Cllrs will consider installing a litter bin outside the cemetery entrance, as dog waste can also be disposed in it. Clerk to obtain prices.

11. Planning Matters

11.1 To receive results of applications

PF/23/0628 | Raynham Estate , The Lake , Harlands Road

Erection of 9 boathouse/lodges for use as holiday accommodation, access routes and use of existing barn for parking and cycle storage; landscape, woodland and ecological management and landscaping. PC comment –SUPPORT | DC decision - PENDING

PF/24/1122 - Paxfield Farm, Paxfield Road

Erection of agricultural workers dwelling

PC comment – NEUTRAL – DC decision - APPROVED

PF/24/2718 | Rose Bank, Raynham Road, Helhoughton, Fakenham, Norfolk, NR21 7BQ

Demolition of dwelling and erection of replacement dwelling and garage (self-build)

PC comment – NEUTRAL DC Decision - APPROVED

11.2 To receive and consider new applications

PF/25/0817 | 4 Wood Farm Barns, Broomsthorpe Road

Change of use from holiday accommodation to single dwelling with no occupancy restrictions

PC comment - NEUTRAL

12. To receive and consider any correspondence

A letter from a parishioner at Edingthorpe requesting our views on the benefits of having a Parish Council as they wish to consider doing the same.

13. Financial matters

13.1 To note internal credit check

Following completion of the internal credit check, Cllr Pinkstone reported that all was in good order. Thanks given.

13.2 Note the Internal Audit Report

Dan Andrews carried out the internal audit, which has been completed, and the accounts are in order.

13.3 To approve the Certificate of exemption

The Clerk read out the total annual payments and receipts. The Council then RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.

13.4 To approve the Annual Governance Statement in the 2024-25 Annual Governance Annual Return (AGAR)

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

13.5 To approve the Statement of Accounts in the 2024-25 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

13.6 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and payments list (below)

Payments

CHT	Defib Annual Support	198.00
K&M Lighting	Street Lights Apr & May	22.18
EG Care	Grass Cutting	889.92
Clerk	Salary (May)	117.79
Dan Andrews	Internal Audit	35.00

Receipts

NNDC	Precept 1st Instalment	4394.00
NNDC	Textile Bank Rebate	58.58

14. To receive any items for inclusion on the next agenda and to note the date of the next meeting

Items to include on the next agenda:- Consider a new litter bin.

The next meeting will be held on 7pm on Tuesday 14July. The Chairman thanked everyone for attending and closed the meeting at 8.47pm.

Signed by Chairman: Date: