



Helhoughton Parish Council

Meeting Minutes

Monday 8th September 2025.

Parish Councillors present: Tim Harris (Chairman), Sean Millard (Vice Chairman), Mel Lacey-Freeman and Kit Price-Moss. Also in attendance: Tom FitzPatrick (County Councillor) and Jodie Bond (Parish Clerk). There were 2 members of the public present.

1. Welcome and receive apologies for absence

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

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

There were none.

3. To approve the minutes of the meetings held on 14 July

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

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

Following a matter that was raised after the last meeting regarding a councillors conduct while outside of a Parish Council meeting, discussions were carried out with all members involved and a satisfactory resolution has been made, and the matter has been closed. Cllr Harris reminded councillors that as a parish councillor although you are not obliged to conduct yourself as a councillor during your own time, councillors are required to adhere to the Nolan Principles of Conduct in Public Office which are also aligned with our own Code of Conduct.

If councillors are approached directly by members of the public outside of parish council meetings they should be directed to make contact through the correct channels, i.e. via the parish clerk.

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

Cllr FitzPatrick reported on matters including that the small grants scheme, high street matters – working with businesses in the town centre, the police and safer neighbourhood team, speeding, devolution and potholes.

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

There were no comments.

7. To receive updates from councillors & working group members

7.1 Update from the Friends of Helhoughton Playground

Clerk noted that AOT Engineering is not able to visit site to survey the swing frame. Clerk to attempt to contact some other local engineers to assess and carry out the repairs in situ.

7.1.1 Playground expansion update

We are still awaiting further information from the Estate.

7.2 To receive SAM2 data report

Cllr Harris reported the following:-

Average speed 22.8 mph

85th percentile 29.5 mph

Maximum 75.0 mph

Count of over 40mph 299 events from 57,678 counts

7.3 Helhoughton Cemetery & Church yard report

The new bin is now in situ. Cllrs agreed to go ahead with the NNDC emptying at a price of £3.10 per empty to coincide with existing bin emptying frequency. Clerk to action.

7.4 Church Hall Committee report

Cllr Millard has resigned from the Hall Committee.

A committee member present noted that the internal decoration has been completed. Many positive comments have been made about it being a vast improvement.

New blinds are planned for the windows, and a dart board is being moved for safety reasons.

The new extractor has been installed.

There are no smoke detectors installed so this will be followed up on as a matter of urgency and all paperwork is being brought up to date.

A formal voting system for committee members is being put into place.

The last pub night was very well attended.

7.5 Solar Fund Committee report

The Committee Chairman wished to send a note that The Kiptons have received the grant funding for the Airman's Arms and work is under way.

8. Open Spaces

There was nothing further to raise.

9. Planning Matters

9.1 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**

9.2 To receive and consider new applications

There were none.

10. To receive and consider any correspondence

SSE contract is up for renewal at on 1st October. Clerk to renew.

11. Financial matters

11.1 To approve the bank reconciliation and payment of accounts list

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

Payments

Clerk	Salary (Aug)	160.27
HMRC	PAYE	40.00
Clerk	Salary (Sept)	143.05
HMRC	PAYE	35.80
EG Care	Grass Cutting	1483.20
ROSPA	Play Area Inspection	124.80
K&M Lighting	Street Lighting	22.18
Raynham PC	Clerk Expenses	30.80
Clear Councils	Insurance	798.04

Receipts

Barclays	Interest	27.19
HH Solar Fund	Grant for Church Wall Repairs	2260.00

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

Items for inclusion at the next meeting:- Agree meeting dates for 2026.

The next meeting will be held on 7pm on Monday 10 November. The Chairman thanked everyone for attending and closed the meeting at 7.55pm.

Signed by Chairman: Date:

13. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:

13.1 To receive update on the Parish Clerks vacancy

Following a formal interview the Council RESOLVED to offer the role of Clerk and RFO to Maxine Hayes. A handover will be carried out between outgoing and incoming Clerk within the next few weeks.

The Chairman and all the Councillors thanked Jodie for her efforts and support during her time as Clerk.