



Helhoughton Parish Council

Annual Parish Council Meeting Minutes

Monday 13 May 2024.

Parish Councillors present: Tim Harris (Chairman), Sean Millard (Vice Chair), Paul Flint, Tim Pinkstone (until item 5), Melvin Lacey Freeman, Ursula Price-Moss and Tom FitzPatrick (County Councillor). Also in attendance: Jodie Bond (Parish Clerk), there were 2 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 councillors present. With no further nominations it was agreed to elect Cllr Harris to serve as Chairman for the coming twelve months. Proposed by Cllr Pinkstone 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 Pinkstone.

3. Welcome and receive apologies for absence

The Chairman welcomed those present. Apologies received from Nigel Housden (District Councillor). Apologies accepted.

4. To fill a parish councillor vacancy by co-option

The Chairman asked Kit (Ursula) to introduce herself and say a few words to express her reasons for wishing to join the Parish Council. Kit felt there should be a female representative and, having lived in the village for over 17 years, would like to 'do her bit' for the village and help out in some way, but also has an interest in the environment in particular. The Clerk asked for the Councillors to cast a vote by way of a show of hands. The vote resulted in a unanimous decision in support of Kits co-option. The Council therefore RESOLVED to co-opt Kit and the declaration of office was duly signed.

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

Cllr Harris declared a pecuniary interest in item 12.2. Councillors present granted Cllr Harris a dispensation to participate in item 12.2.

6. To approve the minutes of the meetings held on 11 March

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

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

There were none.

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

Cllr FitzPatrick (County Councillor) announced that he has been elected as Vice Chairman of the Council. He reported that he had attended the recent SNAP (Safer Neighbourhood Action Panel) meeting and advised that the smaller speed camera van is being deployed again. It had been out of action for a while but is now back out on the roads, focusing mainly on the rural villages.

There are approximately 16 different bodies working together on flooding issues, which continues to affect the whole County. The National Government Devolution deal is going on, this could bring £600m to Norfolk. At present £1.5m is spent on adult social care. Other topics mentioned included fostering and adoption services, supported living for adults, work on children's mental health, the summer library reading challenge and broadband.

Cllr Housden's (NNDC Councillor) report will be published on our website.

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

There was none.

10. To receive updates from councillors & working group members

10.1 Friends of Helhoughton Playground report

Refer to the Annual Parish Meeting minutes.

10.2 To receive SAM2 data report

Cllr Harris explained that there was no recent data as he was away when the SAM2 was last moved.

10.3 Helhoughton Cemetery & Church yard report

A parishioner letter had been received highlighting some concerns.

The Council addressed the points raised as follows:-

The lock on the gate reportedly needs attention - Cllr Flint regularly inspects the cemetery and will lubricate the lock and continue to monitor it.

The Reserved signs will be checked and hopefully they can be reshaped by hand, rather than using an engineer to straighten them.

The litter bin is being emptied on a regular basis, but it is a small bin and becomes full very quickly.

The grass cutting height is reportedly too long - Clerk to request it is cut shorter, once the PCC has confirmed their requirements for the varying heights of grass to be cut in the churchyard.

10.3.1 Receive update on churchyard bramble clearing

Following a site meeting with members of FACT they have kindly agreed to help clear the churchyard brambles. They suggested bird boxes are fitted to provide alternative homes for the birds that nest in the brambles. Tom Raynham has agreed to remove the brambles after they have been cut.

- 10.4 Village Hall Committee report
Refer to the Annual Parish Meeting minutes.

- 10.5 Solar Farm Committee report
Refer to the Annual Parish Meeting minutes.

11. Open Spaces

Cllr Millard advised that the defibrillator bulb is still not working, however communications are ongoing and this matter is in hand.

12. Planning Matters

- 12.1 To receive results of applications

PF/22/1584 | Site To East Of The Common, North Of Helhoughton Settlement,
Change of use of agricultural building (with extant permission ref. PU/21/3029 to convert to a dwelling)
with extensions and external alterations to form a single dwelling

PC comment – NEUTRAL | NNDC decision – PENDING

Cllr Millard noted that additional reflective posts have been installed along the verge but that NNDC/NCC have approved them and are happy. It is believed these post are the less rigid posts which are safer to other road users.

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

- 12.2 To receive and consider new applications

PF/24/0463 | 1 Wood Farm Barns, Broomsthorpe Road, Helhoughton, Fakenham, Norfolk,
Installation of solar panels on west-facing roof slope

NEUTRAL | DC decision - APPROVED

PF/24/0612 | 2 Wood Farm Barns, Broomsthorpe Road, Helhoughton,

Installation of 10 solar PV panels on the roof single-storey outbuilding fronting the courtyard to the south east of the dwelling

NEUTRAL | DC decision – PENDING

13. To receive and consider any correspondence

Email regarding septic tanks –circulated to council members.

Parishioner letter regarding the cemetery – discussed under item 10.3.

14. Financial matters

- 14.1 To approve the Asset Register

Following review, the Council APPROVED the asset register presented by the Clerk.

- 14.2 Note the Internal Audit Report

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

14.3 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.

14.4 To approve the Annual Governance Statement in the 2023-24 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.

14.5 To approve the Statement of Accounts in the 2023-24 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.

14.6 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 (Apr-May)	223.40
HMRC	PAYE	27.14
Sculthorpe PC	Clerk Exps	7.66
Dan Andrews	Internal Audit	30.00
K&M Lighting	Street Light Maintenance	20.20
CHT	Defib Annual Support	198.00
NALC	Cllr Training	172.50
NALC	Annual Subscription	145.26
EG Care	Grass Cutting (Mar-Apr)	864.00
Raynham PC	Hall Hire for Cllr Training	10.00

Receipts

NNDC	Precept	4308.00
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14.7 To approve a Parish Council debit card.

Following consideration, the Council RESOLVED to apply for a debit card, predominantly to fund the website hosting and domain, and other expenses, agreed by the Council. Clerk to action.

15. To review and approve the Risk Management Policy & Information Audit

Following review, the Council RESOLVED to approve the Risk Management Policy and Information Audit presented by the Clerk.

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

The next meeting will be held on Monday 8 July 2024. The Chairman thanked everyone for attending and closed the meeting at 8.35pm.

Signed by Chairman: Date: