

DRAFT MINUTES OF THE NORTH PICKENHAM PARISH COUNCIL MEETING HELD THE PAVILION ON 2nd SEPTEMBER 2025

Present: Chairman T. Ryan, Vice Chairman R. Parsonson, Cllr. M. Cousins, Cllr T Goodwin, and the Clerk (L Shepherd)

There were 8 members of the public and District Councillor Fabian Eagle

1. Welcome to the Parish Council Meeting

Chairman T Ryan opened the meeting and welcomed the members of the public.

2. To consider accepting and approving apologies for absence

Councillors Steve Haley and David Barrington due to being away on holiday. Chairman T Ryan proposed to accept the apologies, seconded by Cllr. M Cousins and approved unanimously

3. Declarations of interests on items on the agenda and to consider any requests for dispensations

Chairman T Ryan point 14

4. To approve the minutes of the Parish Council meeting held at The Pavilion on 1st of July 2025

Cllr. M Cousins proposed the minutes be accepted. Seconded by Vice Chair R Parsonson and agreed unanimously by those present at the meeting.

5. To consider the applications for co-option and resolve to fill the vacancies for Parish Councillors arising

The Parish Council received three applications to consider for co-option but only considered two as one applicant was not present at the meeting. The two applicants gave themselves an introduction and a brief run down on why they desire to join the Parish Council. Chairman T Ryan called for a vote. Votes for the first applicant: 1 AGAINST/3 ABSTAIN - motion failed. Votes for the second applicant: 3 FOR/1 ABSTAIN - motion carried. Mr. David Harper signed his declaration of acceptance of office and joined the meeting as a Parish Councillor.

6. To note matters arising not included on the agenda – FOR INFORMATION ONLY

Drainage issues in the village are being monitored. There have been dog fouling issues in the village. Clerk to contact Breckland Dog Warden.

7. Adjournment for public participation (10 minutes)

The Chairman of The Pickenhams Heritage Collection gave an update on the lease between the Heritage Centre and the Parish Council. There are many issues they need to resolve before pursuing a lease with the Parish Council so they will be tabling the project for now. There was a discussion over the length of time to readdress the motion to draw up a lease between the two bodies.

DC Fabian Eagle:

- Final submissions are being completed for Local Government Reorganization. There is ongoing discussion on how many unitrees there will be for Norfolk but they most likely will not be operating within current district boundaries.
- North Pickenham Road passing by the Red Barn is booked in to be lifted up and properly tarmacked to take the weight of the traffic.
- He has put through requests to consider the HGV traffic that will occur due to the incoming Solar Farms. He's requested that mitigation for local parishes be written into the plans due to construction traffic.
- Market Towns: a presentation was given to the Department of Business and Trade to include high streets in small villages in their considerations

8. To consider Chairman's announcements

Mentioned in point 6.

9. Clerk's report

Attached to the minutes

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10. To approve and adopt the following policies

a. Safeguarding Policy

Chairman T Ryan proposed to adopt the Safeguarding Policy. seconded by Cllr. M Cousins and passed unanimously.

b. CCTV Policy

Vice Chairman R Parsonson proposed to approve the updates to the policy upon receiving the DBS check for the clerk. Seconded by Cllr. T Goodwin and approved unanimously

11. To consider and approve payments of Direct Debits and BACS: July and August. Bank reconciliation and budget monitor were circulated prior to the meeting.

Payment Method	Description	Total
DD	E-ON Pavilion Electricity July	£23.20
BACS	TTSR Grass Cutting (Playing Field + Verges)	£950.48
BACS	Nordwell Fire Extinguisher Check	£71.82
BACS	Clerk's wages July (361.66) WFH Allowance (13.50)	£375.16
BACS	HMRC Tax	£2.42
BACS	Backdated pay agreement	£45.76
DD	TUFTS (General Maintenance)	£70.68
BACS	E-ON Pavilion Electricity August	£33.78
BACS	Cozens Street Light Maintenance (Aug/Sep/Oct)	£30.00
BACS	Clerk Expenses (DBS Check)	£21.50
BACS	Clerk's Wages August (371.73) WFH Allowance (13.50)	£385.23

Payments were proposed as accepted by Cllr. M Cousins Seconded by Vice Chairman R Parsonson and approved unanimously.

12. To receive an update on the zip line, bin, and bench

Bench – One bench has been fixed. More quotes need to be considered for hard wood for the other benches. Many thanks to Vice Chair R Parsonson for doing this work.

Zip Line – Cllr. T Goodwin gave an update. The wire has been tightened but there appears to be an underlying issue with the posts causing fluctuation. It could be due to weather. Current action is to just keep an eye on it. Many thanks to Cllr. D Barrington and Cllr. T Goodwin for their work on the zip line.

Bus Shelter Drain Pipe – Drain pipe with clips has been done to the bus stop. Many thanks to Vice Chair R Parsonson for doing this work.

Bin – Vice Chair R Parsonson informed the Council that it is too big a job for one person. The whole base needs to be dug up and removed. Clerk to obtain quotes to remove current base and lay a new flat base to bolt the new bin to.

13. To discuss and decide on planting the tree on the corner of South Pickenham Road and The Street thereby taking responsibility of maintaining the tree.

There was a discussion over a statement of acceptance of responsibility to Highways over potentially planting the cherry tree in this location. Vice Chairman R Parsonson raised concerns of safety and liability with planting the tree there and offered an alternative location on Houghton Lane just east of the Layby. Vice Chairman R Parsonson proposed to plant the tree in this alternate location. Seconded by Chairman T Ryan. 4 FOR/1 ABSTAIN – Motion carried.

14. To receive an update on the lease between NPHC and NPPC

No need to discuss as raised in point 7.

15. Planning Applications/Decisions:

REFERENCE: PL/2025/1069/DCA

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PROPOSAL: Discharge of condition 3 on pp 3PL/2024/0211/F (allowed on appeal
APP/F2605/W/24/3356255)
APPLICANT: Mr. and Mrs. Pyne
LOCATION: Nelson House Houghton Lane, North Pickenham, Swaffham, Norfolk,
PE37 8LF

The Parish Council do not wish to comment on this application

16. To decide on matters for inclusion on the next agenda.

Budget and Precept
Remembrance Sunday Refreshments
Update on the wood for the bench
Bin
Dog Warden/Bag dispenser
Booking Form for the Pavilion
Meeting dates for 2026

17. Motion to allow the public to speak

Chairman T Ryan proposed to approve the motion. Seconded by Vice Chair R Parsonson. Approved unanimously.

Nothing raised

Next meeting – November 4th 2025: Parish Council Meeting

18. To approve a motion to exclude the press and public for the next item as their presence would be prejudicial to public interest due to the confidential nature. In accordance with Public Bodies (Admissions to Meetings) Act 1960 s1 (2)

Chairman T Ryan proposed to approve the motion. Seconded by Cllr. M Cousins and approved unanimously

19. To discuss annual appraisal for the clerk

A decision was taken

The meeting ended at 20:11

Next Meeting: Parish Council Meeting: November 4th, 2025 at 7:30 pm at the Pavilion