

# DRAFT MINUTES OF THE NORTH PICKENHAM PARISH COUNCIL MEETING HELD THE PAVILION ON 1st OF JULY, 2025

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

There were 6 members of the public

**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**

DC Fabian Eagle

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

Chairman T Ryan declared an interest in point 20

**4. To approve the minutes of the Parish Council meeting held at The Pavilion on 10<sup>h</sup> of June 2025**

Vice Chairman R Parsonson proposed the minutes be accepted. Seconded by Cllr. T Goodwin and agreed unanimously by those present at the meeting.

**5. To consider the process for the co-option of councilors for the vacancies arising**

There was one co-option application put to the Council by Mr. Stephen Haley. There was a discussion over his application. Cllr. T Goodwin clarified that any incoming councilor would be held to the Parish Council's Code of Conduct, then proposed to accept the co-option application. Seconded by Cllr. M Cousins. 3/1 **FOR** 1 Abstain. Motion carried. Cllr. S. Hayley signed his Declaration of Office and joined the meeting. Clerk to notify Breckland.

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

Nothing raised

**7. Adjournment for public participation (10 minutes)**

A member of the public asked about the six- month attendance rule for Councillors. The Clerk explained the legislation.

**8. To consider Chairman's announcements**

Chairman T Ryan: The North Pickenham Heritage Collection has been asked to do an exhibition on the 20<sup>th</sup> of July.

**9. Clerk's report**

Attached to the minutes

**10. To discuss and decide if North Pickenham Parish Council should meet monthly**

There was a discussion over the benefits versus cons of moving to monthly meeting. Cllr. Haley proposed to go to monthly. Seconded by Cllr. D Barrington. 2/3 **AGAINST**. 1 abstain. Motion failed.

**11. To approve and adopt the following policies**

**a. Code of Conduct (LGA 2020)**

Chairman T Ryan proposed to adopt the Code of Conduct (LGA 2020), seconded by Cllr. T Goodwin and passed unanimously.

**b. Standing Orders**

Vice Chairman R Parsonson proposed to adopt the Standing Orders, seconded by Chairman T Ryan and passed unanimously.

**c. Equality Policy**

Vice Chairman R Parsonson proposed to adopt the Equality Policy, seconded by Cllr. M Cousins and passed unanimously.

**d. Lone Worker Policy**

Cllr. T Goodwin asked for clarification on the policy. Cllr. R Parsonson proposed to adopt the Lone Worker Policy, seconded by Cllr. S Haley and passed unanimously.

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## 12. To consider and approve payments of Direct Debits and BACS: May and June. Bank reconciliation and budget monitor were circulated prior to the meeting.

Payment Method	Description	Total
DD	E-ON Pavilion Electricity May	£29.41
BACS	TTSR Grass Cutting (Playing Field + Verges)	£950.48
BACS	Internal Audit Fee	£65.00
BACS	Clear Council's Insurance	851.86
BACS	Clerk's wages May (361.66) WFH Allowance (13.50)	£375.16
BACS	Cozen's Street Light Maintenance (May/June/July)	£30.00
BACS	St. Andrew's Churchyard Maintenance	£200.00
DD	E-ON Pavilion Electricity June	£32.56
BACS	NPTS Full Council training	£354.00
BACS	Clerk's Wages June (361.66) WFH Allowance (13.50)	£375.16
BACS	Playing Field Inspection	£206.40

## INCOME

Income type	Description	Total
Interest	Santander Interest	£7.84
Interest	Barclays Interest	£36.58
Grant	NCC Grant for verges	£2,461.05

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

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

Cllr. D Barrington updated the Council on the zip line. Still outstanding but will be addressing soon.  
Cllr. T Goodwin informed the Council that he is unable to install the new bin. Vice Chairman R Parsonson to address the bin and location  
Chairman T Ryan update the Council on the bench and plans to repair it. Chairman T Ryan to send the Clerk measurements for wood and clerk to source quotes for wood. 8 brackets are needed for each bench. 65 mm drain pipe clips need to be purchased for the bus shelter as well. Equipment will be bought from TUFTS.

## 14. To receive the Play Inspection Report and decide what action to take from it

There was a discussion over the play equipment on the playing field. Most of the report is in the green and only advisory. Cllr. T Goodwin will be working on tightening the bolts. The Clerk will request quotes from TTSR for refilling the gravel under the slide. There was a discussion over the maintenance of the playing field and liabilities when it comes to repairing items on the playing field.

## 15. To discuss and decide on obtaining a DBS check for the Clerk to be able to have a third person on the CCTV Policy

Chairman T Ryan proposed to obtain a DBS check for the Clerk, seconded by Cllr. D Barrington and agreed unanimously Clerk to action.

## 16. To receive an update on Credit Card options for the Parish Council.

The Clerk gave an update on credit card options for the Parish Council. Awaiting information from Barclays.

## 17. To discuss and decide what to do with the planters on South Pickenham Road

There was a discussion over how the planters are a good distance out of the village making it difficult to maintain them. It was noted that many of the planters need repair or replacement. Cllr. T Goodwin asked if it was worth putting a notice in the Pickenham's Periodical for volunteers to help maintain the planters. Clerk to get quotes for repair or new planters.

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## **18. To decide to purchase the drain pipe clips to fix the drain on the Bus Shelter**

Discussed earlier in point 13.

## **19. To agree to the dates requested by NPHC to host display events**

After a short discussion, Cllr. T Goodwin proposed to agree to the events, seconded by Cllr. D Barrington and agreed unanimously.

## **20. To receive an update on the lease between NPHC and NPPC and decide if it should include a 2-year status review clause.**

Cllr. T Goodwin clarified parameters of the Pavilion and what control NPHC would hold over bookings which minimal due to the PC still owning the building. Cllr. T Goodwin then proposed to add a 2-year status review to the lease. Seconded by Vice Chairman R Parsonson and passed unanimously. Chairman T Ryan abstained from voting per his declared interest.

## **21. Planning Applications/Decisions:**

REFERENCE: PL/2025/0721/DCA  
PROPOSAL: Discharge of conditions 4, 7 17 and 18 on pp 3PL/2023/1218/F  
APPLICANT: Mr. J Gulliver (Player Washington Group Ltd)  
LOCATION: The Airfield Hilborough Road, North Pickenham, Swaffham, Norfolk, PE37 8DX  
DECISION: Pending consideration

The Parish Council supports this application.

REFERENCE: PL/2025/0719/LB  
PROPOSAL: 6 no. replacement windows, including 2 no. dormers  
APPLICANT: Mr. and Mrs. Pyne  
LOCATION: Nelson House Houghton Lane, North Pickenham, Swaffham, Norfolk, PE37 8LF  
DECISION: Pending consideration

There was a discussion over this planning application. Clerk to ask for an extension to the deadline to comment. Councillors to make the decision via email

## **22. To decide on matters for inclusion on the next agenda.**

Update on zipline, bin and benches  
Credit card options  
Lease with NPHC update  
Planters

## **23. Motion to allow the public to speak**

Vice Chairman R Parsonson proposed to allow the public to speak, seconded by Cllr. M Cousins and agreed unanimously.

There was a discussion over moving meetings to monthly again as bi-monthly meetings seem to keep items from being actioned and there being gaps in information.

**The meeting ended at 20:54**

**Next Meeting: Parish Council Meeting September 2<sup>nd</sup>, 2025 at 7:30 pm at the Pavilion**