

DRAFT MINUTES OF THE NORTH PICKENHAM PARISH COUNCIL MEETING HELD THE PAVILION ON 4th NOVEMBER 2025

Present: Chairman T. Ryan, Vice Chairman R. Parsonson, Cllr. M. Cousins, Cllr. D Barrington, Cllr. Steve Haley, Cllr. D Harper, 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

None

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

None

4. To approve the minutes of the Parish Council meeting held at The Pavilion on 2nd of September 2025

Cllr. M Cousins proposed the minutes be accepted. Seconded by Cllr. D Harper 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 applicant gave herself a brief introduction. After a brief discussion, Cllr. S Haley proposed to co-opt the applicant to the Parish Council, seconded by Vice Chair R Parsonson, and approved unanimously. Cllr. N Newell joined the Parish Council. Acceptance of office to be signed at the next meeting.

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

The recent grants applied for were denied. We will continue looking for more.

7. Adjournment for public participation (10 minutes)

- Representatives from the North Pickenham Industrial Group came to the meeting to give an update. They have installed pull ins in the road which have really aided traffic flow. Traffic is being managed properly to keep lorries from coming through the village. They have trimmed back the hedges, reported all fly tipping, and installed a fence and an electric gate. All electricity is solar powered and on sensors to keep light pollution down. The site has been tidied and northern side of the site is being let for storage units and yards for builders. They have 140 containers and 100 are let. They have 20 small storage yards. This is providing a beneficial resource for small businesses in the area. Small tin building needs to be adopted in to the planning documents. Finally, fly tipping and anti-social behavior has ceased due to this activity and lighting.

8. To consider Chairman's announcements

More dog fouling on the playing field.

9. Clerk's report

Attached to the minutes

10. District Councillor's Report

No report given

11. To approve and adopt the following policies

a. Co-option Policy

- i. After a discussion, it was decided to review and re-write the policy to better suit North Pickenham. Clerk to source a few co-option policies from other Parish Councils.

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

DRAFT MINUTES OF THE NORTH PICKENHAM PARISH COUNCIL MEETING HELD THE PAVILION ON 4th NOVEMBER 2025

PAYMENTS – Sent to Councillors every month prior to the meeting

Payment Method	Description	Total
DD	Npower – Backdated, Street Light Energy	£507.74
DD	E-On Pavilion Energy September	£23.74
BACS	Sep Clerk's Wages (371.73)WFH Allowance (13.50)	£385.23
BACS	TTSR Grounds Maintenance (Playing Field + Verges)	£950.48
DD	Npower – October Street Light Energy	£62.29
DD	E-On Pavilion Energy October	£30.87
BACS	Oct Clerk's Wages (371.73)WFH Allowance (13.50)	£385.23
BACS	HMRC PAYE Tax	£2.40
BACS	George TUFTS (Sand for War Memorial)	£10.78

Income

Payment Method	Description	Total
BACS	Precept – Second instalment	£5,333.00
BACS	Interest	£34.69

Payments were proposed as accepted by Cllr. S Haley, seconded by Vice Chairman R Parsonson and approved unanimously.

13. To review the preliminary budget and decide on the precept for 2026/2027

After a discussion, Cllr. S Haley proposed a 5% increase. Seconded by Chairman T Ryan and approved unanimously.

14. To discuss and decide on Remembrance Sunday service and refreshments

After a discussion, Chairman T Ryan proposed a £100 donation to the Church to cover the refreshments. Seconded by Vice-Chair R Parsonson and agreed unanimously. Vice-Chair R Parsonson requested that Remembrance Day service discussions commence in September in 2026 to allow ample time for necessary tasks to be done.

15. To discuss and decide on a quote for hard wood for the benches

After a discussion, Cllr. D Barrington proposed to install a plaque in thanks for the donated wood. Seconded by Cllr. D Harper and agreed unanimously.

16. To discuss and decide on a quote to install the bin

After a discussion, Vice-Chairman proposed to accept the £180 quote to install the bin. Seconded by Chairman T Ryan and agreed unanimously.

17. To discuss the outcome of the clerk contacting the Dog Warden

There is not much they can do other than offer information, signs and perhaps dog poo bags. Clerk to continue to research and see if there is any other action that could help.

18. To discuss and approve the booking form for the Pavilion

There was a discussion over needing a set of terms and conditions and the necessity for these to be understood and agreed before signing the booking form. Clerk to continue to work on the draft.

19. To discuss and decide if the Parish Council wish to pursue installing an “Animal Crossing” sign on the far side of the bridge on Houghton Lane

There was a discussion over the jurisdiction on this and if the Parish Council is required to install such a sign, which they are not. After a discussion it was decided not to pursue this.

20. Planning Applications/Decisions:

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REFERENCE:	PL/2025/1296/VAR
PROPOSAL	Variation of condition 2 on PP 3PL/2022/1201/F Proposed amendments to approved elevations, floor plans to dwelling, revisions to approved double garage plot & revision to approved site plan (amended access).
APPLICANT	Mrs. M Rogers (Narfold Holdings)
LOCATION	Land Off Houghton Lane, North Pickenham

Councillors to review the application and discuss and decide via email.

21. To decide on meeting dates for 2026

After a discussion, Chairman T Ryan proposed the suggested dates, seconded by Cllr D Harper and agreed unanimously. These will be posted on the website

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

Quotes for car park
Co-option policy
Works needing done in the Pavilion
Booking form and Terms and Conditions
Locks for doors in the Pavilion

23. Motion to allow the public to speak

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

Cllr. M Cousins resigned from the Parish Council. All councillors wished her well in the future.

A resident asked about Local Government Reorganisation

A resident asked about the hole in the roof and if it was actively leaking. It is not currently. There was a discussion over the provided quote from March 2025. Vice-Chair R Parsonson proposed to accept a quote on the basis of it being £700 or under. Seconded by Cllr. S Haley and approved unanimously.

The meeting ended at 20:18

Next Meeting: Parish Council Meeting: January 6th, 2026 at 7:30 pm at the Pavilion