



Raynham Parish Council

Annual Parish Council Meeting Minutes

Tuesday 27 May 2025

Parish Councillors present: David Sidell (Chairman), Richard Brooke (Vice Chairman), Tim Mudd, Barry Sergeant, Andrew Buck and Tom FitzPatrick (County Councillor). Also in attendance: Jodie Bond (Parish Clerk). There was 1 member of the public present.

1. To elect a Chairman for the coming year

The Chairman invited nominations for the office of Chairman. Cllr Sidell was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Sidell to serve as Chairman for the coming twelve months. Proposed by Cllr Sergeant and seconded by Cllr Buck. Cllr Sidell thanked councillors and signed his declaration of acceptance. Cllr Sidell took the remainder of the meeting as Chairman.

2. To elect a Vice Chairman for the coming year

The Chairman invited nominations for the office of Vice Chairman. Cllr Brooke was nominated by Councillor's present. With no further nominations it was agreed to elect Cllr Brooke to serve as Vice Chairman for the coming twelve months. Proposed by Cllr Buck and seconded by Cllr Sergeant.

3. Welcome and to receive apologies for absence

The Chairman welcomed all those present. Apologies received from Tom Raynham. Apologies accepted.

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

There were none.

5. To approve the minutes of meeting held on 25 March

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

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

The Victorian style lantern has still not been installed. A manufacturing problem has caused the delay; a donation will be made to the Parish Council towards the cost of the new street light.

7. To hear from the District Councillor and County Councillor, if attending

Cllr FitzPatrick was elected Council Leader, congratulations given.

In October a market towns initiative will be held in Fakenham this year where businesses will be promoted, which is hoped will help boost business in Fakenham.

A survey is underway for the Wig Wags and hopefully funding will be secured.

Elections for a directly elected mayor of Norfolk and Suffolk are scheduled for May 2026.

The new A148 roundabout is open and the side roads (Water Moor Lane) will be opened within the next 2 weeks.

A proposal has been submitted by Raynham Estate for a new roundabout on A1065.

In his absence an email was received from Cllr Housden noting that he is still perusing the extension of the solar fund grant, with the new finance officer. Report to follow.

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

The bridge between West and South Raynham has sunk either side (near Vere lodge). Details, including location co-ordinates, to be forwarded to Cllr FitzPatrick so that he may raise the matter with Highways.

9. Open Spaces

Cllr Sergeant noted that a bus shelter grant is available to apply for via NNDC. The deadline for application submission is 30th June. Clerk to obtain necessary information and make an application.

9.1 Discuss and report any highways issues

Please see item 8.

9.2 Receive SAM2 data report

The new camera has lithium batteries now, not wet cell, so they drain more quickly. Due to the increased amount of work involved and electricity costs for charging the batteries etc, the Council RESOLVED to reimburse the expenses incurred of £10 per month to Cllr Sidell. Thanks given.

9.3 Update on 20mph zone outside West Raynham school

Cllr FitzPatrick advised that a survey has been requested to be undertaken by Highways. Further update to follow.

9.4 Confirm date of Defibrillator Awareness Session

A date in September or October will be scheduled and an announcement will be made to advertise the event. It will be held at Helhoughton Church Hall.

10. Planning Matters

10.1 To receive results of applications

PF/17/0729 | Erection of 94 dwellings

NNDC decision – PENDING

PF/23/0628 | Raynham Estate , The Lake , Harlands Road, West Raynham, NR21 7EZ

Erection of 9 boathouse/lodges for use as holiday accommodation,

DC decision – PENDING

PF/25/0091 | Land At Uphouse Farm, Swaffham, South Raynham

Installation of 2.408MW of ground-mounted solar PV and 2.392MW of battery energy storage solution (BESS) on land known as Sandpits.

DC decision - PENDING

LA/25/0233 | 5 Blenheim Way, West Raynham, Fakenham, Norfolk, NR21 7PL

Installation of exhaust flue

DC decision - APPROVED

PF/25/0307 | Erection of fencing to property's boundaries

9 West Raynham Road, South Raynham, Fakenham, Norfolk, NR21 7HG

DC decision - PENDING

PF/25/0603 | Erection of cartshed to replace existing store building

Pollywiggie Cottage, 40 The Drove, West Raynham, Fakenham, Norfolk, NR21 7EX

DC decision – APPROVED

10.2 To receive and consider new applications

RV/25/0799 | Land Opposite 9 & 10 West Raynham Road, South Raynham, Fakenham,

(Change of use of agricultural land to residential and erection of two-storey detached dwelling)

PC comment – No further comment.

11. Receive and consider any correspondence

Clerks & Councils Direct Magazine – made available to Councillors.

12. Financial Matters

12.1 To note the results of the internal credit control check

Following completion of the internal credit check, Cllr Sergeant reported that all was in good order. Thanks given.

12.2 Note the Internal Audit Report

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

12.3 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.

12.4 To approve the Annual Governance Statement in the 2024-25 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.

12.5 To approve the Statement of Accounts in the 2024-25 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.

12.6 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)	£138.79
Wix	Website Domian	£12.46
Argos	Printer Ink	£37.98
Wix	Website Hosting	£129.60
Clerk	Salary (May)	£138.79
HMRC	PAYE	£34.60
EG Care	Grass Cutting	£519.12
K&M Lighting	Street Lighting (Apr-May)	£24.96
Clear Councils	Insurance	£480.97
Dan Andrews	Internal Audit	£35.00

Receipts

Argos	Printer Ink Returned	£18.99
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12.7 To approve the insurance renewal

The Council APPROVED the insurance renewal with Clear Councils.

13. 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 Tuesday 22 July. The Chairman thanked everyone for attending and closed the meeting at 8pm.

Signed by Chairman: Date: