

NOTES for MEETING held on WEDNESDAY 9th SEPTEMBER 2026
in the Memorial Hall, Helpringham

PRESENT:

Councillors: Julie Frizzell (Chair), Geoff Hotchkin (Vice-Chairman), George Frizzell, Mark Robinson, Steve Waterfield, John Pittock, Adam Young
Clerk/RFO: Judy Pittock

PUBLIC FORUM

No members of the public were present.

The meeting commenced at 7.30pm

85/27 WELCOME REMARKS BY THE CHAIRMAN

The Chair welcomed everyone to the meeting.

86/27 APOLOGIES FOR ABSENCE

No apologies were received.

87/27 SIGNING OF THE MINUTES

It was resolved to accept the Clerk's notes of the last Parish Council Meeting held on 19th August 2026.

88/27 DECLARATION OF PECUNIARY INTEREST & DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011

Cllr Mark Robinson declared an interest in planning application 26/1016/FUL – 26 Shepherds Lane, Helpringham.

89/27 REPORTS FROM COUNTY and DISTRICT COUNCILLORS

Cllr East did not have anything to report. Cllr Jackson's report is attached.

90/27 CLERK and COUNCILLOR'S REPORTS ON OUTSTANDING MATTERS

To note the items that had been actioned by the Clerk and Councillors since the last meeting and to discuss any that need further action.

Pond Area – Cllr Frizzell will be meeting CJP Garden Services w/c 14/9/26 to discuss what is required for tidying up the area. The resulting green waste will need to be disposed of – Cllr Robinson will explore where this can go.

CIL Report – the Clerk had submitted the annual CIL report to NKDC which itemised receipts and expenditure for the 2025/26 year.

Cloud storage – the interim audit had highlighted accessibility of Parish Council data and documents in the absence of the clerk. It was resolved that the clerk should go ahead and subscribe to Cloud Storage with Parish Online (who provide the Clerk's email address) and expenditure of up to £80 was authorised for this purpose.

VAT Reclaim – the Clerk had submitted a VAT reclaim for the period to 31/7/26 for £372.61. This was received on 1/9/26.

Digital Hub – the clerk reported the following:

- **Safeguarding** - NKDC had forwarded information about a course which had been forwarded to the Hub volunteers.
- **DBS checks for volunteers** – these will hopefully be carried out by the PCC.
- **WiFi** – a router and data only sim can be purchased to enable the hub to have their own Wifi. It was agreed that this should be addressed after the first session had been held and to use hotspotting from volunteer mobiles for the first session.
- **Volunteers** – more are needed and the clerk will put adverts on Facebook and the noticeboard.
- **Start date** – this has been put back to 6/10/26 to enable DBS checks to be carried out and find more volunteers. The Clerk will advertise the launch at the Community Café, the Luncheon Club and the village noticeboard.

91/27 PLANNING APPLICATIONS

To discuss any planning applications/decisions received including:

- **26/0985/LDEXI – Highgate Factory, High Gate** – Application for a lawful development certificate for use as residential dwelling. No comments were made and it was resolved to support the application.
- **26/1016/FUL – 26 Shepherds Lane, Helpringham** – erection of 1no. detached bungalow. No comments were made and it was resolved to support the application.

92/27 POLICIES FOR REVIEW

It was resolved to adopt the following policies, these will be uploaded to the Parish Council website:

- Financial Regulations - unchanged
- Code of Conduct - unchanged
- Social Media Policy - unchanged
- Health and Safety - amended
- Communications Protocol - unchanged
- Media Policy - unchanged

93/27 FINANCE

93/27.1 It was resolved to accept the following documents presented by the RFO including:

- Bank reconciliation
- Actual v budget figures
- Cashflow

It was also resolved to reduce the balance kept in the current account to £3000 (+/- £200). The Clerk will keep the balance monitored regularly and transfer additional funds if required.

93/27.2 It was resolved to approve payments presented at the meeting totalling £940.72 and the payments were processed online at the meeting:

CJP Garden Services	Inv 1143	£401.60	No VAT
Clerk's Wages	Aug26	£358.14	No VAT
Clerk's Expenses	Stamp, lanyards and nametag refills	£13.78	No VAT
HMRC	PAYE Aug26	£40.20	No VAT
Memorial Hall	Jul/Aug/Sep26	£42.00	No VAT
Victoria Clark	Inv 260904HTC - interim audit	£85.00	No VAT

93/27.3 The following Direct Debit payments made since 19/8/26 were noted:

19/8/26	E.ON Next inv23	£19.12	£0.96
31/8/26	Bank Charges Aug26	£7.00	No VAT

93/27.4 The following receipts since 19/8/26 were noted.

1/9/26	HMRC – VAT Reclaim	£372.61
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93/27.5 Confirmation of bank checks by signatories – Councillors had not carried these out since the last meeting and all were reminded that the check is a beneficial internal control.

94/27 INTERIM AUDIT

It was resolved to adopt the Interim Audit Report. The item of councillor specific gov.uk email addresses was raised by the auditor who stated that this would inevitably become a governance requirement in the next few years. It was therefore agreed that the Clerk should obtain prices for having gov.uk email addresses and the matter would be discussed at the next meeting.

95/27 GRASS CUTTING CONTRACT

It was resolved to extend the current contract to 31/10/27 and then invite tenders for the 2027-2029 years in October 2027.

96/27 CEMETERY

There was nothing to report from Cllr George Frizzell.

97/27 HIGHWAY MATTERS

The following Highways matters were discussed:

Request for extension of the 30mph on Station Road to the railway bridge. LCC Traffic Team had stated that the criteria of their Speed Limit Policy would only allow the limit to be moved by approximately 50m and not to the other side of the bridge as requested. A lengthy discussion was held which included analysis of the statistics from

the speed indicator signs. These showed that the majority of vehicles passing the speed indicator signs were within the 30mph limit. The Parish Council extends its thanks to everyone for their safe driving in the village.

It was agreed that another letter should be sent stating the Parish Council did not believe that moving the 30mph limit such a short distance would be beneficial to the road safety issues highlighted. A second proposal of reducing the speed limit from the bridge to 40mph will also be raised with LCC.

Installation of white gates at the entrances to the village. LCC Highways had suggested that the installation of white gates is often now used as a traffic calming method. The Clerk had discussed the possible locations by Station Road bridge, Highgate bridge and Hale Road bridge with LCC. The only position they had an issue with was Hale Road due to the proximity to the Eau. Discussion about the potential effectiveness of this method was held and it was agreed that prices for white gates should be obtained and the matter discussed again at the October meeting.

B1394 Hale Road – traffic regulation notices TTR018500 and TTR018519 B1394 had been received issuing a 40mph speed limit order 28/8/26-30/11/26 for the stretch of road adjacent to the Eau for public safety due to road subsidence. However no remedial works are showing as planned for the next 12 months on the Causeway one.network website. The Clerk has requested that Cllr East keeps the Parish Council updated about any intended works.

Legal/B1394 letters to LCC – it was agreed that a letter should be sent thanking LCC for confirming that there is an issue on the B1394 and asking for further information about when remedial work will be carried out.

Flooding on Station Road by Knott Hall Gardens – thanks was extended to Cllr East for securing a one off clearing of the dykes by LCC. Responsibility for ongoing maintenance does however lie with the landowner and the Parish Council will request that LCC sends the necessary correspondence to notify this.

FixMyStreet issues reported by the Parish Council:

Date Reported	Ref No	Location	Issue	Status
17/7/26	9783809	Station Road	Obscured speed sign	9/9/26 - Cleared
1/9/26	2903646	Village green	Potholes	9/9/26 – Work has been issued to delivery gang
3/9/26	2903909	Station Road	Hedges encroaching on footpath	9/9/26 - Ongoing

98/27 MATTERS AFFECTING THE VILLAGE/CORRESPONDENCE

The following correspondence was noted:

28/8/26 – NKDC – consultation on application of special expenses in relation to the maintenance of closed churchyards - this does not affect the Parish Council.

99/27 HR MATTERS

Following receipt of the NALC Pay Award for 1/4/26, the backpay due to clerk was noted.

100/27 ITEMS FOR INCLUSION ON NEXT AGENDA

- Gov.uk email addresses.
- White gates for village entrances.
- B1394 Hale Road.
- 30mph limit on Station Road.
- Disposal of green waste from pond area tidy up.
- Budget
- Correspondence received from resident re village matters.

101/27 DATES FOR NEXT MEETINGS

All meetings will be held in the Memorial Hall, Helpringham.

21 st October 2026 7.30pm	11 th November 2026 7.00pm.	9 th December 2026 7.00pm
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The meeting closed at 8.45pm.