

MINUTES OF A MEETING OF FOULDEN PARISH COUNCIL

held on Wednesday 4th December 2024 at The Village Hall, Foulden at 6.00pm.

Present: Cllrs C Balding J Green, S Parker (Chair), B Parnham, S Pye, N West (part).

Clerk: Sarah Hunt

12 members of the public were present.

1. Apologies.

Apologies were RECEIVED and ACCEPTED from Cllr S McMahon – work commitment.

2. Co-option.

The Clerk was asked by a member of the public if correct procedure had been followed with respect to the co-option and confirmed that it had. It was noted that the vacancy is on the website, it was suggested that any future vacancies that have been notified by Breckland District Council as available for co-option are also posted onto the noticeboards.

Mr Neil West was PROPOSED Cllr J Green, seconded Cllr B Parnham and Co-opted as a member of the Council. Cllr West signed a declaration of acceptance of office and joined the Council.

3. Declarations of interest.

Following the response from the monitoring officer at 12.3 and the flowchart made available to councillors Cllrs J Green and B Parnham declared their membership of the Trustee body of the Village Hall.

Cllr S Parker declared an interest in any matters relating to the Common which features in the draft village questionnaire.

4. Minutes.

The minutes from Full Council Meeting held on 25th September 2024 were AGREED and signed by the chairman.

5 Public Forum

5.1 The Council was notified that a member of the public had approached the Clerk for information with regard to the replacement of a swing on the recreation field – this was noted as a matter for the recreation ground charity, but assurance was given that work to meet the needs at the playground is in hand.

5.2 County Councillor Fabian Eagle was not present.

5.3 District Councillor Ian Sherwood was not present.

6 Updates on matters not on the agenda.

6.1 Village Gate issues. To receive any update. Cllr S McMahon. Next meeting. This is with reference to the village name being sited higher up on the gate.

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- 6.2 Unity interest bearing account now open.
- 6.3 Flooding on road leading to Beckett End – Highways have raised a ‘Jetting’ job for the pipework in this area – and will visit following the work to check situation.
- 6.4 Tree works – outstanding tree works have been instructed by Parish Council. Clerk to try and obtain date contractor will be on site.
- 6.5 Speeding agricultural vehicles – this has been reported to the local policing team. See item 12.4.
Residents were informed that local landowners have been contacted, the green tractors are braked vehicles. If there are incidents witnessed notes should be taken of the date, time, colour and registration where possible to allow it to be followed up.

7 Planning.

- 7.1 To consider planning applications received from Breckland District Council for consultation prior to the meeting and review comments submitted.
 - 7.1.1 None.
- 7.2 To receive notification of any decisions from Breckland District Council.
 - 7.2.1 None.
- 7.3 NOTED that Breckland District Council have paused the development of the new Local Plan due to the changes at National Planning.

The Clerk was asked under this item if the Council had been informed that application 3PL/2023/1059/F – 7 White Hart Street, IP26 5AW. Change of use and extension of a disused public house to create 3 No. dwellings and erection of detached cart lodges and associated works was showing on the Breckland website as Target cmtc 17th December 2025. It was confirmed that the Parish Council had not been informed. Clerk to ascertain further information.

8 Administrative Matters

- 8.1 Emergency/Resilience Plan. To be considered following the questionnaire – members of the Parish to be asked if they would like to volunteer to undertake the development of a plan, or be included within those on the plan.
- 8.2 The village questionnaire to inform priorities for Council was AGREED to be distributed early March, Cllr Parker to print.
- 8.3 Parish/Business Plan. To follow results of questionnaire.
- 8.4 The meeting received notification regarding website compliance (currently 91%) and considered a quotation from Norfolk ALC to manage the website. It was AGREED to manage this in house – Cllr J Green and Clerk to undertake necessary work. It was noted that many issues would be resolved by altering the lettering so that it was not toned colour on colour but black lettering.
- 8.5 The meeting considered the purchase of a new laptop as the current laptop is failing to turn on or off on occasion. It was RESOLVED that the Clerk be delegated a spend of £500 to obtain a new functioning laptop. PROPOSED Cllr C Balding, seconded Cllr J Green.

- 8.6 The information audit was RECEIVED and NOTED.
- 8.7 The meeting considered the purchase of a two drawer filing cabinet. It was RESOLVED that this be delegated to the Clerk with a budget figure of £80.00 available. PROPOSED Cllr J Green, seconded Cllr C Balding.

9 Finance and Governance

- 9.1 It was RESOLVED to make the payments as Annex A. PROPOSED Cllr B Parnham, seconded Cllr C Balding. Income of £4561.00, Precept 2nd Instalment was NOTED.
It was NOTED that a refund is due from HMRC of £783.60. Clerk to obtain.
- 9.2 NOTED up to date bank reconciliation. Balance as at 31.10.2024 is £10,491.42. Included as part of budgeting pack.
- 9.3 Councillors reviewed the budget to date. Included as part of budgeting pack.
- 9.4 The meeting reviewed earmarked reserves. Previously earmarked sum of £1,500 which was earmarked 'projects' to be earmarked towards streetlight replacement fund. Included as part of budgeting pack.
- 9.5 The precept for 2025/26 was AGREED at £11,462.00 up from £9,122.00 and an increase monthly of £1.24 at Band D PROPOSED N West, seconded Cllr B Parnham. It was RESOLVED to include a donation of £250 towards church grass cutting for 2025. It was acknowledged that the precepted figure has been kept artificially low by drawing on reserves which is no longer possible.
- 9.6 Update on Internal Audit actions:
 - 9.4.1 Asset register was reviewed by the meeting. Insurance value to be agreed, currently assets insured total £20,640.00. Clerk to adjust wooden pole streetlights to 650/each and recirculate by email. Councillors to respond within 1 week with any corrections, new total then to be forwarded to insurance company and reviewed against insured value. To be uploaded to website.
- 9.7 It was RESOLVED to appoint Mrs Sonya Blythe as internal auditor at a cost of £125.00.
- 9.8 The grass cutting specification for 2025/26 was AGREED at £90/cut for the recreation field and £50/cut for the village hall. PROPOSED Cllr Pye, seconded Cllr West.
- 9.9 NOTED that the recycling credits can be transferred to the Village Hall should Council wish. Questionnaire response to inform any decision.

10 Village Matters.

- 10.1 Community Payback attendance. Cllr J Green has been working with the Community Payback team at the village hall. They have been provided a list of the necessary maintenance work identified at the village playground and are going to undertake the work they are able to complete from the list.
- 10.2 NOTED that the bin by the Village Sign in Foulden is emptied at no cost to the Parish Council by Breckland District Council. They empty bins Free of charge that are approved by Norfolk County Council and installed on Norfolk County Council land. Clerk to obtain highways map showing the verge ownership adjacent to the recreation ground.

11. **Highways Matters**

- 11.1 NOTED that no projects have been submitted to the clerk for 50/50 funding within the 2025/26 budget.
- 11.2 Cllr Stephen Parker to be nominated as the Councillor to represent the Parish Council on the Parochial Charity.

12. **Correspondence.**

- 12.1 War Memorial Trust – NOTED the response regarding ongoing responsibility for the War Memorial following the grant agreement. All works to repair the damage are now complete. The Parochial Church Council was thanked for their work.
- 12.2 NOTED the Norfolk Minerals Waste Local Plan consultation.
- 12.3 To receive response from Breckland District Council Standards with regard to declaring a Trusteeship of a village charity.
- 12.4 NOTED a complaint regarding tractors with unbraked trailers moving Sugar Bett on the Foulden Road have caused damage to banks and verges. It appears they were exceeding the 20mph speed restriction. To note the clerk has reported this to highways. See item 6.5.

13. **Noticeboards.**

Replacement. Cllr B Pye agreed to build the replacement boards with donated timber. Prices to next meeting. 3 noticeboards, glass fronted, not lockable, 8 pages. To delegate to Clerk/2 Councillors the design of board to be chosen and purchase. Ongoing.

14. **Public Forum**

The Clerk was asked to ensure that the agenda goes to all noticeboards in good time.

Matters for next meeting and information.

To review employment policies.

To note and future meeting dates;

Parish Council Meeting and Annual Parish Meeting 6th March 2025 at 6pm

Annual Parish Council Meeting May 29th 2025 at 6pm

Parish Council Meeting September 4th 2025 6pm

Annex A - December 2024		Net	VAT	Gross	
Sarah Hunt	November Salary incl. Homeworking	£1,337.91		£1,337.91	includes pay agreement + Tax refund
Sarah Hunt	December Salary incl. Homeworking	£431.60		£431.60	
Sarah Hunt	January Salary incl. Homeworking	£431.60		£431.60	
HMRC	November	-£783.80		-£783.80	To be reclaimed.
HMRC	December	£0.00		£0.00	
HMRC	January	£0.00		£0.00	
Cozens	Streetlighting maintenance contract	£37.00	£7.40	£44.40	
G Fendick	September grass cutting	£130.00	£26.00	£156.00	Recreation Ground £90, V Hall £40
Royal British Legion	Poppy Wreath	£20.00		£20.00	
Sarah Hunt	SLCC Membership contribution	£41.04		£41.04	
Sarah Hunt	Community Action Norfolk Membership	£50.00		£50.00	
Unity	Bank Charges	£18.00		£18.00	
Unity	Bank Charges	£5.40		£5.40	
TOTAL		£1,454.31	£7.40	£1,752.15	
Income					
Breckland District Co.	Precept (2nd Instalment)	£4,561.00		£4,561.00	
				£4,561.00	

The meeting closed at 7.06pm.

Signed:

6th March 2025

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