

MINUTES OF A MEETING OF FOULDEN PARISH COUNCIL

held on Thursday 23rd May 2024
at The Village Hall, Foulden at 7.00pm.

Present: Cllrs C Balding, J Green, S McMahon, S Parker (Chair), B Parnham, S Pye
Clerk: Sarah Hunt
10 members of the public were present.

1. Election of Chair.

Cllr S Parker was PROPOSED by Cllr S Pye, seconded Cllr J Green and elected to the chair. The Chair signed a declaration of acceptance of office.

2. Election of Vice Chair.

Cllr S McMahon was PROPOSED by Cllr B Parnham, seconded Cllr S Parker and elected.

3. To consider any applications for Co-option.

Council has one vacancy that can be filled by co-option. No applications have been received.

4. Apologies and consideration of acceptance for absence.

None.

5. Members' declarations of interest and requests for dispensations.

None.

6. Minutes.

The minutes from Full Council Meeting held on 25th April 2024 were AGREED as a true and correct record and signed by the chair.

7. Public Forum

The council was informed that the PCC have identified the grass cutting contractor, the first invoice was for £140.00 – frequency has not yet been determined, the contract has been requested.

The Council was asked to include public speaking at the end of the agenda as well as at the beginning. Both for 15 minutes as standing orders.

8. To receive any reports:

8.1 County Councillor Fabian Eagle - Apologies.

8.2 District Councillor Ian Sherwood. Apoloigies - report Circulated.

8.3 Police. Next Safer Neighbourhood Action Panel to be Monday 13 May at St George's Church, Gooderstone. Also available via TEAMS.

9. Updates on matters not on the agenda.

No decisions may be taken under this item.

9.1 Noticeboards. Replacement. Ongoing. Funding to be sought. 3 noticeboards, glass fronted, not lockable, 8 pages.

9.2 Village Gate Installation. Cllr McMahon reported that all gateway installation has ceased currently as gateways have been withdrawn due to an engineering concern. Three dates have now been given and not attained. Clerk to email County Councillor Eagle.

- 9.3 NOTED that Mrs S Hunt can now access the Parish Council Unity Bank Account – Mrs J Lawson has been removed.
- 9.4 Access to Parish Council Unity Bank by C Baldwin, J Green, B Parnham – Cllrs Baldwin and Parnham have information and have not tried to log on. Cllr Green to telephone to obtain log on information, not received to date. Unity confirms all have been approved. Cllr S Parker, S Pye and S McMahon have full access – Clerk S Hunt has administrator access.
- 9.5 Flooding on road leading to Beckett End –Cllr F Eagle has reported to Highways.
- 9.6 It was RESOLVED that Cllr B Parnham/Clerk can order a suitable token for children of the Parish to commemorate D Day to the value of £100.00.

10. Planning.

- 10.1 The meeting considered the following planning applications received from Breckland District Council for consultation prior to the meeting.
- 10.1.1.3PL/2024/0437/F – Willows, Tallon Street. Proposed self-build/custom build development of a 4 bedroom dwelling & Double Garage. No objection.
- 10.2 NOTED decisions from Breckland District Council.
- 10.2.1. 3PL/2024/0258/HOU – 13 Vicarage Road, Foulden, IP26 5AB. Single storey extension to the rear of the dwelling (Householder). PERMITTED.
- 10.3 NOTED the Gypsy and Travellers and Travelling Showpeople Proposed Site Allocations and Policy Consultation. Closing date Friday 21 June 2024
- 10.4 NOTED the workshop for the Preferred Options phase of Breckland's Local Plan. Previously Circulated. The Clerk will be attending.

11. Administrative Matters

- 11.1 It was AGREED to adopt the Standing Orders as presented – unchanged from 27.3.24.
- 11.2 It was AGREED to adopt Financial Regulations as presented – unchanged from 27.3.24. It was NOTED that these had recently been updated by NALC who created the original model document.
- 11.3 The Parish Council has no land responsibilities. It is sole managing Trustee for the Village Hall and the Recreation Ground charities.
- 11.4 It was AGREED to adopt the Councils Complaints policy as presented.
- 11.5 It was AGREED to adopt the Data Protection Policy as presented.
- 11.6 It was AGREED to adopt Model Publication Scheme – unchanged from 27.3.24.
- 11.7 It was AGREED to adopt the Press and Media Policy as presented.
- 11.8 It was AGREED to adopt Document Retention Schedule as presented.
- 11.9 It was AGREED to adopt the Risk Assessment Schedule as presented.
- 11.10 It was AGREED to adopt the Website Accessibility Statement as presented.
- 11.11 It was AGREED to adopt the biodiversity policy as presented.
- 11.12 It was AGREED that no Staffing Committee was necessary.
- 11.13 NOTED that the Council has undergone re-enrolment with the Pensions Regulator.
- 11.14 It was AGREED that the start time for meetings would become 6pm.

12. Finance and Governance.

- 12.1 It was RESOLVED to make the payments detailed in Annex A and the income was NOTED. It was RESOLVED that salary payments and all necessary payments be delegated to the Clerk/Chair prior to the next meeting. PROPOSED Cllr S Pye, seconded Cllr C Balding.
- 12.2 Current bank balance of the Unity account (9216) is £12,746.90. Bank reconciliation to be circulated to Councillors as available.

- 12.3 Barclays – addition of S Hunt to accounts as administrator and change of address (this will be reflected across the Highways Surveyors Allotment and Recreation Ground Charity). Cllr S Parker confirmed this was ongoing. The address needs updating.
- 12.4 NOTED that an extension has been granted by external auditor P K F Littlejohn. Accounts need agreeing by Council before 30th June and submitting before 31st July.
- 12.5 Year end accounts for 2023/24:
- 12.5.1 It was RESOLVED to declare that Foulden Council is an exempt authority as neither the gross income or gross expenditure exceeds £25,000 for the 2023/24 Financial Year. The Certificate of exemption was signed by the Chair and Responsible Financial Officer. PROPOSED Cllr C Balding, seconded Cllr J Green.
- 12.5.2 Section 1 of the AGAR, the Annual Governance Statement was APPROVED and signed by the chair and clerk. PROPOSED Cllr C Balding, seconded Cllr B Parnham.
- 12.5.3 Section 2 of the AGAR, the Accounting Statements. Were APPROVED and signed by the chair and clerk. PROPOSED Cllr S Parker, seconded Cllr C Balding.
- 12.5.4 The Internal Audit AGAR Statement was RECEIVED by the meeting.
- 12.5.5 The Internal Audit report was RECEIVED. Recommendations noted to be:
- Asset register to be updated. To show both acquisition value and insurance value. To be forwarded to insurance company when completed. To be uploaded to website.
 - Bank reconciliation frequency to be added to Internal Control Statement.
 - Standing orders to be updated – delegation to Clerk under s101 of £500.00 and contracts limit to be updated.
 - Financial Regulations to be re-adopted – suggest NPTS version.
 - Data Protection Policy necessary. Completed see Item 11.5
 - Data Protection to be included on the Risk Assessment.
 - Risk Assessment to be reviewed. Suggestions makde.
 - VAT Claim missing – Jan-March 2023.
 - All Actions to remain on the agenda until completed.
- 12.5.6 The analysis of variances was RECEIVED.
- 12.5.7 Bank reconciliation as at 31.3.24 was RECEIVED showing an on hand balance of £10,848.03.
- 12.5.8 NOTED the period for the exercise of public rights; Monday 3rd June 2024 to Friday 12th July 2024.
- 12.5.9 The VAT claim of £396.05 has been submitted for 2023/4. This does not include any Village Hall transactions.
- 12.5.10 It was AGREED to action a direct debit payment for NPOWER – Streetlight energy.
- 12.5.11 It was AGREED to action a direct debit payment for the Information Commissioners Office.
- 12.5.12 It was RESOLVED to renew the current insurance policy for the council and Village Hall jointly with Ansvar for the sum of £1,288.56 commencing 1st June 2024. Noted that the Clerk did not seek alternative quotations at this point due to the ongoing claim and inclusion of the Charity on the Council policy. Initial enquiries had indicated that it would be very difficult to replicate the existing policy. PROPOSED Cllr S McMahon, seconded Cllr B Parnham.

13 Correspondence

- 13.1 The Councillors considered request to contribute towards Church Grasscutting. It was RESOLVED that a donation of £150 be made. PROPOSED Cllr S McMahon, seconded Cllr C Balding.
- 13.2 Ward Boundary Review notification. NOTED
- 13.3 Community Action Norfolk – Rural Housing Enabler introduction. NOTED

14 Village Matters.

- 14.1 Update on Community Payback attendance. Cllr B Pye to meet with co-ordinator.
- 14.2 To receive any update on the insurance claim affecting the Village Hall re; subsidence. Cllr J Green reported that the tree felling was scheduled for w/c 17th June 2024. The next monitoring visit will be the 28th May 2024.
- 14.3 It was PROPOSED that Cllr Carole Balding be put forward as a Trustee to the Parochial Church Charities.

15. Village Hall Charity Number 5216623.

- 15.1 It was RESOLVED that in principle the Council will revoke the enactment of the resolution to act as Sole Trustee of the above charity as a public meeting has appointed a new Trustee Board under the 2001 Trust Deed. This now being in the best interests of the charity as the charity has been re-registered under the 2001 deed and new volunteers have stepped forward to form a Management Committee. This transition is to take place on a date to be agreed with the new trustees once insurance and licences are in place. PROPOSED Cllr S McMahon, seconded Cllr J Green.
Hand over date to be finalised once insurance and necessary licences are in place for the Charity as a stand-alone organization.

16. Public Forum

The Council was asked with regard to the Emergency Plan – no action was currently being taken on this, it is an ongoing project. Next meeting.

It was noted that a village questionnaire was undertaken in 2020 and the results are now out of date. Council was asked to consider another consultation. Thanks were expressed to residents for a successful dog show event – the monies raised had been paid into the Recreation Ground charity account.

17. Matters for next meeting and information.

To review employment policies.

Internal Audit matters to be in place to be reported to the next meeting.

Emergency/resilience Plan.

Village Questionnaire.

Noted there are no direct debits to be advised to meeting

Next meeting dates:

~~Parish Council Meeting 18th September 2024 at 6pm~~

NOTE TO MINUTES – RESCHEDULED to 25th September 2024.

Parish Council Meeting 4th December 2024 at 6pm

Parish Council Meeting 6th March 2025 at 6pm

Annex A - May 2024				
		Net	VAT	Gross
Sarah Hunt	May Salary incl. Homeworking	£528.09		£528.09
Sarah Hunt	June Salary incl. Homeworking	£528.09		£528.09
Sarah Hunt	July Salary incl. Homeworking	tbc		tbc
Sarah Hunt	August Salary incl. Homeworking	tbc		tbc
HMRC	May	£125.40		£125.40
HMRC	June	£125.40		£125.40
HMRC	July	tbc		tbc
HMRC	August	tbc		tbc
Fendick Landscaping	Grass Cutting - 11.4 - 10.5	£390.00	£78.00	£468.00
Sarah Hunt - refund	Telephone top up	£10.00		£10.00
		£1,706.98	£78.00	£1,784.98
Income				
Breckland Dist. Co	Recycling	£309.15		£309.15

The meeting closed at 8.05pm

Signed:

Dated: