

A MEETING OF FOULDEN PARISH COUNCIL

will be held on Wednesday 25th September 2024
at The Village Hall, Foulden at 6.00pm.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council.
Members of the press and public are cordially invited.

Signed:

Sarah Hunt

Sarah Hunt Parish Clerk
18th September 2024

AGENDA

1. Apologies and consideration of acceptance for absence.

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

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects: Your wellbeing or

- financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

3. Minutes.

To receive and agree minutes from Full Council Meeting held on 12th June 2024.

4. Public Forum

To receive comments from members of the public on matters on the agenda.

5. To receive any reports:

- 5.1 County Councillor Fabian Eagle.
- 5.2 District Councillor Ian Sherwood.

6. Updates on matters not on the agenda.

No decisions may be taken under this item.

- 6.1 Village Gate Installation. To receive any update.
- 6.2 Unity interest bearing account opening. Form submitted for signature at meeting.
- 6.3 Flooding on road leading to Beckett End – to receive any response from Cllr F Eagle/Highways.

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 3PL/2024/0437/F – Willows, Tallon Street, FOULDEN, IP26 5AL. Proposed self-build/custom build development of a 4 bedroom dwelling and double garage (Full). PERMITTED.
- 7.3 To note that following the Clerks attendance at the Breckland District Council Parish presentation it is confirmed that the recommendation has gone to Cabinet to pause the current Local Plan work until such time as Central Government determines exact guidance over national legislation changes. Current property targets have been raised within Breckland from 600+ to 900+ per year.
- 7.4 To note that Breckland District Council are transitioning to IDOX computer system – 18.9. to 7.10.24 they will not be accepting planning applications. Search facility may not be functional.

8. Administrative Matters

- 8.1 Emergency/Resilience Plan. To consider any action.
Details here: [Community Resilience – Norfolk Resilience Forum \(norfolkprepared.gov.uk\)](https://norfolkprepared.gov.uk)
- 8.2 To consider a village questionnaire to inform priorities for Council.
- 8.3 To consider reviewing the Parish/Business Plan.
- 8.4 To consider and adopt Standing Orders as presented.

9. Finance and Governance

- 9.1 To approve payments and receive notification of income detailed as Annex A plus any late payments received before the meeting.
- 9.2 To receive up to date bank reconciliation. Balance as at 31.8.2024 is £9,015.45.
- 9.3 To receive and review budget to date. To agree any virements.
- 9.4 Update on Internal Audit actions:
 - 9.4.1 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. Next meeting.
 - 9.4.2 To agree Internal Control Statement as presented. COMPLETED
 - 9.4.3 To agree Financial Regulations as presented. COMPLETED
 - 9.4.4 To agree the Risk Assessment as presented. COMPLETED
 - 9.4.6 VAT Claim missing – Jan-March 2023. No payments have VAT. COMPLETED.All Actions to remain on the agenda until completed.
- 9.5 To receive an overview of the current Bank Accounts under the Parish Council name:
 - Foulden Village Hall – Barclays (6820). CLOSED.
 - Foulden Village Hall – Unity (1576). Signatories have been updated to members of the Trustee Body. Council has handed this account across.
 - Foulden Highway Surveyors Allotment - Barclays (4512). Signatories; S Hunt, S Pye, S Parker. Address Clerks. Clerk has internet access. Prev. Agreed that an investment interest bearing account be investigated to enable the untouchable sum to bear interest. Ongoing.
 - Foulden Recreation Ground – Barclays (5723). Signatories; S Hunt, S Pye, S Parker. Address Clerks. Clerk has internet access.
 - Foulden Parish Council – Unity (9126). Form to be submitted to remove ex-clerk, make current clerk internet administrator. Clerk to view and submit payments only. All councillors to view and authorize payments and be signatories. Triple authority on all external transactions.
- 9.6 To note that Di Dann is not undertaking remote audits for 2024/25. To appoint

- new internal auditor.
- 9.7 To note Notification of Exempt Status has been received from PKF Littlejohn dated 3rd August 2024.
- 9.8 To receive a request for a donation of £500 from the Parochial Church Council for roof repairs.
- 9.9 To receive a request for a donation of £250.00 for the 2025 grass cutting of the churchyard from the Parochial Church Council.
- 9.10 To consider the installation/provision of litter bins on the recreation ground and emptying. Bins to be installed to allow emptying – Bin around £300 plus fitting (Glasdon).
Emptying options:
To donate to Village Hall commercial waste (full cost £21.46/monthly empty or £37.44 bi-weekly) a Trustee to move the waste from the bin in the Recreation Ground to the bin at the village hall.
To pay for Breckland emptying of the bin at the recreation ground – £251.77/year. Cllrs J Green/B Parnham.
- 9.11 To agree grass cutting specification for 2025/26 and instruct clerk to obtain quotations as necessary.

10 Tree Works

To receive necessary reworks, quotation and consider necessary action.

11. Village Matters.

- 11.1 Community Payback attendance. Update. Cllr J Green.
- 11.2 To note that the 80th VE Celebrations will take place in May 2025. To consider any commemoration.
- 11.3 To confirm a wreath has been ordered for Remembrance Day. To agree representative for laying of wreath.

12. Village Hall Charity Number 5216623.

- 12.1 To receive confirmation that the newly formed Trustee Body is now in place, and all necessary handover has taken place. The Council is no longer the Trustee.
- 12.2 To note the return of £785.39 from the insurance company having removed the Village Hall from the Parish Council schedule (20.6.24). To consider donating to the Village Hall Charity.
- 12.3 To consider donating £309.15 recycling money received to the village hall. To consider cancelling current recycling agreement in favour of the Village Hall.

13. Highways Matters

- 13.1 To consider complaints about speeding agricultural vehicles (tractors) on Foulden Road/North South directions. Cllr S McMahon.
- 13.2 Current Village Gates. To receive comments with regard to signage. Cllr S Pye.
- 13.3 To note speed camera reports;
27.5.24 – 30.6.24 (White Hart Street); 11,318 vehicles, average speed 24mph. Max speed 40mph on 29.5.24 at 3pm. 3.1% vehicles exceeding speed limit.
30.6.24 – 1.8.24 (Tallon End); 11,123 vehicles, average speed 25.7mph. Max speed 50mph 1.7.24 at 13.05pm. 21.2% vehicles exceeding speed limit.
1.8.24 – 1.9.24 (School Road); 2,461 vehicles, average speed 21.6mph. Max speed 40mph 6.8.24 at 06.40am. 2.4% vehicles exceeding speed limit.
- 13.4 To note the invitation to apply for 50/50 funding from Norfolk County Council for the 2025/26 financial year. To consider any projects.
- 13.5 To receive request to move Electricity Overhead line and confirm whether the land is in Parish Council ownership

14. Damage to War Memorial.

14.1 To note that the grass cutting contractors at the Churchyard have caused damage to the War Memorial.

14.2 To consider any necessary action on behalf of the Parish Council.

15. Noticeboards.

Replacement. Funding being sought - To consider approaching the Highways Surveyors fund for funding of initial board – to agree priority board to be replaced. 3 noticeboards, glass fronted, not lockable, 8 pages. To delegate to Clerk/2 Councillors the design of board to be chosen and purchase.

16. Public Forum

To receive comments from members of the public on matters on the agenda.

Matters for next meeting and information.

To review employment policies.

To adopt information audit.

Budget setting.

Parish Council Meeting 4th December 2024 at 6pm

Parish Council Meeting 6th March 2025 at 6pm

MINUTES OF A MEETING OF FOULDEN PARISH COUNCIL

held on Wednesday 12th June 2024
at The Village Hall, Foulden at 6.00pm

Present: Cllrs C Balding, J Green, M McMahon, S Parker (Chair), B Parnham.

Clerk: Sarah Hunt

4 members of the public were present

1. Apologies and consideration of acceptance for absence.

Apologies were received from Cllr S Pye – alternative commitment.

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

Cllrs J Green and B Parnham notified the meeting that they are Trustees on the new Village Hall Trustee Body. Item 12.

3. Minutes.

The minutes from Full Council Meeting held on 23rd May 2024 were AGREED and SIGNED by the Chair.

4. Public Forum

Planning application 3PL/2024/0437/F was discussed. It was pointed out to Council that an application nearby had been refused due to the proximity to the SSSI area on Foulden Common.

5. To receive any reports:

5.1 County Councillor Fabian Eagle. Not present.

5.2 District Councillor Ian Sherwood. Not present, report Circulated.

6. Updates on matters not on the agenda.

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

6.2 Village Gate Installation. Ongoing.

6.3 Access to Parish Council Unity Bank by C Baldwin, J Green, B Parnham – to receive update. Ongoing.

6.4 Flooding on road leading to Beckett End – to receive any response from Cllr F Eagle/Highways. No response received as at date of meeting.

7. Planning.

7.1.1 To consider planning applications received from Breckland District Council for consultation prior to the meeting and review comments submitted.

7.1.1 3PL/2024/0437/F – Willows, Tallon Street. Proposed self-build/custom build development of a 4 bedroom dwelling and double garage. 'No Comment' sent.

7.2 To receive notification of any decisions from Breckland District Council.

7.2.1. None

8. Administrative Matters

8.1 Emergency/Resilience Plan. Cllr Parnham has a copy of the previous plan – to be passed to the Clerk. Clerk to contact the relevant officer at Breckland and provide information and guidance. To be circulated before September meeting.

9. Finance and Governance

- 9.1 It was RESOLVED to make the Payments at Annex A, and income noted. PROPOSED Cllr S McMahon, seconded Cllr C Balding.
- 9.2 Balance as at 3rd June 2023 - £10,755.34. No outstanding payments. It was RESOLVED to open a savings account with Unity to enable ready transfer of money but enable interest to be earned on unused funds.
- 9.3 Barclays –Mrs S Hunt and Cllr S Parker have worked with Barclays to add Mrs Hunt as administrator to the charity accounts. This has not yet happened. Cllr Parker to telephone again.
- 9.4 Internal Audit actions to be completed:
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.
Financial Regulations to be re-adopted – suggest NPTS version.
Data Protection to be included on the Risk Assessment.
Risk Assessment to be reviewed. Suggestions made.
VAT Claim missing – Jan-March 2023.
All Actions to remain on the agenda until completed.
- 9.5 NOTED that the Council has direct debits in place for: The Information Commissioners Officer and Npower (Streetlights).
- 9.6 NOTED the acknowledgement from PKF Littlejohn (external auditor) of receipt of Year End Accounts. Dated 31.5.24.
- 9.7 NOTED that the Council is using an Annual Microsoft Personal subscription at £59.99/year. It was RESOLVED to upgrade to business Microsoft. To be DELEGATED to Clerk/Cllr J Green to ascertain the software needed and ensure that Council is lawfully compliant.
- 9.8 To receive an overview of the current Bank Accounts:
Foulden Recreation Ground – Barclays (5723). Awaiting addition of Mrs Sarah Hunt.
Foulden Village Hall – Barclays (6820). To be closed as soon as all Direct Debits are transferred to Unity Account.
Foulden Village Hall – Unity (1576). Mandate to be updated after 1st July 2024 to new Trustee Body.
Foulden Highway Surveyors Allotment - Barclays (4512). Awaiting addition of Mrs Sarah Hunt – Investment interest bearing account to be investigated in due course to enable the untouchable capital sum to bear interest. 3/5 year account.
Foulden Parish Council – Unity (9126). All Councillors now have approved access. It was RESOLVED to open a savings account with Unity to enable ready transfer of money but enable interest to be earned on unused funds.

10 Tree Works

To receive necessary reworks, quotation and consider necessary actions if available. Clerk awaiting confirmation of outstanding works. Cllr Pye may have a copy of the original inspection.

11. Village Matters.

- 11.1 Community Payback attendance. Update. Cllr S Pye. Next meeting.
- 11.2 To consider a village questionnaire to inform priorities for Council. Previous questionnaire to be circulated along with analysis – Cllr S McMahon. Questions to be considered and discussed via email. Draft questionnaire to next meeting – Clerk.
- 11.3 To note that the Church yard cutting is £761.25/per annum. A request

was received from the Parochial Church Council for an additional £100.00 donation. Making the annual total to £250.00. It was RESOLVED to make this payment.

12. Village Hall Charity Number 5216623.

- 12.1 It was RESOLVED to 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.
PROPOSED Cllr C Balding, seconded Cllr S Parker.
- 12.2 It was AGREED that the hand over date should be 1st July 2024.

The Chairman thanked both sitting and previous Parish Councillors and previous Village Hall managers and staff for the hard work during the tenure of the Council being Trustee. The Hall is being left much improved through the schedule of works, in good financial condition, and with regular hirers and events. Individuals have worked tirelessly to bring this about.

16. Public Forum

The point was made that any questionnaire data should be used to identify actions. Possibly an initial consultation to see what areas the residents consider a priority would better inform a more detailed questionnaire later?

It was noted that the village plan whilst out of date was derived from the previous questionnaire and therefore would be addressed in due course.

17. Matters for next meeting and information.

To review employment policies.

Parish Council Meeting 25th September 2024 at 6pm

Parish Council Meeting 4th December 2024 at 6pm

Parish Council Meeting 6th March 2025 at 6pm

The meeting closed at 6.56pm.

Annex A - June 2024		Net	VAT	Gross			
Sarah Hunt	July Salary incl. Homeworking	£528.09		£528.09			
Sarah Hunt	August Salary incl. Homeworking	£528.09		£528.09			
HMRC	July	£125.40		£125.40			
HMRC	August	£125.40		£125.40			
e.on	Streetlight Electricity - 22.6.22 UNPAID	£144.09		£144.09			
Sarah Hunt	refund phone credit	£10.00		£10.00			
	refund microsoft office personal	£59.99		£59.99	due 25.6.24 - see Agenda Item 9.7		
Cozens	Streetlight maint. Mar/Apr.May	£37.00	£7.40	£44.40			
Unity	quarterly bank charges	£18.00		£44.40	D/D.		
ICO	registration	£35.00		£35.00	D/D.		
TOTAL		£1,461.07	£0.00	£1,461.07			
Income							
npts	REFUND - duplicate payments	£182.44		£182.44			
HMRC	VAT refund 31.3.23 - 1.4.24	£396.05		£396.05			
				£578.49			

Signed:

Dated:



Community Emergency Plan for: *Anytown*

Remember – In an emergency call 999 and never put yourself or anyone else in danger.

Community Emergency Plans are all about the simple, practical things you can do to support family, friends and neighbours when an emergency happens.

Having a plan in place also really helps the emergency services, making it much easier for official responders to work with you to get accurate 'on the ground' information about vulnerable people and the local impacts of an emergency. This document will help you identify your top risks, useful people, vulnerable people and what to do during an emergency. [If you identify flooding as your biggest risk, you can find a flooding specific community emergency plan template on the Norfolk Prepared website.](#)

Main Contact - Plan Co-ordinator & Deputy

	Address	Telephone	Email
Plan Co-ordinator			
Deputy Co-ordinator			



Volunteers – The more the better!

Name	Address	Contacts	Skills / Resources

Key Locations – This could include somewhere to meet and co-ordinate actions from.

Name	Address	Telephone	Other Info
Village Hall		Hall: Keyholder:	
Doctors Surgery			
School		Main: 24hr Caretaker:	
Pub			
Shop			
Church			



Community Risks - Think about the things which could affect your community. Use the Community Risk Register on the Norfolk Prepared website as a starter. For example.

	Very Likely	Likely	Less Likely	Negligible
Flooding Coastal, River, Surface Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe Weather Storms & Gales, Ice & Snow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Failure Loss of water, electricity Gas, Internet, telephones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport Issues Main routes in or out blocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Health Pandemic Flu, COVID etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply Chains e.g. some vulnerable residents may not be able to get food, medicine, fuel etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan Triggers - Think about when you will activate your plan

- Environment Agency Flood Warning / Met Office Severe Weather Warning
- Call from Police
- Call from Local Authority
- Call or message from local resident

Resources - *Your community probably has lots of people with useful skills& resources willing to help when an emergency happens.*



Resource	Name	Contact	Info
1 st Aid Skills			
Transport			
Accommodation			
Emotional Support			
Languages			
Tools / Equipment (E.g. Generators/Lighting)			
Catering / Food			



Local Clubs / Societies / Groups – *These may be able to offer all sorts of assistance.*

Resource	Contact Name	Contact Number	Info
Scouts			
Rotary / Lions			
Womens' Institute			
Sports Teams			
Pub Teams			
Religious Groups			
Social Media e.g. Nextdoor / FB			

Useful Contacts



Service / Role	Additional info	Telephone	Website / email
Local Authority Emergency Planning			
County Council Highways Report flooding		0344 800 8013	https://www.norfolk.gov.uk/safety/floods/report-a-flood
Water - Anglian Water	24hr Control	03457 145 145	www.anglianwater.co.uk
Electricity - UK Power Networks	Supply interruption. 24hr fault line	105	www.ukpowernetworks.co.uk
Electricity - UK Power Networks	Substation issues. (Vandalism or unauthorized entry)	0800 587 3243	www.ukpowernetworks.co.uk
Gas - National Grid	24hr emergency number for gas safety	0800 111 999	www.nationalgrid.com/uk
Telephones / Internet loss of service	Individuals will need to contact their own service provider.		
Telephones Damage to Infrastructure	BT Openreach Damage to phone lines, poles, street cabinets, man-hole covers etc	0800 023 2023 (option 1)	
Health - NHS Choices	24hr health advice and information	111	www.nhs.uk
Environment Agency Floodline			

Map of area



Notes

Community Resilience Plan

**Preparing for and responding to emergencies
and community challenges**

Plan last updated on: XXXX

This plan has been authorised by the undersigned on
behalf of XXXXXX

Name: XXXXX

Authority/Role: XXXXX

Signature:

Date: XXXXXXXX

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Community Resilience Plan for the XXXXXXXX

Community Emergency Co-ordinator:

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Deputy Emergency Co-ordinators:

--

Distribution of the plan

(people or places holding a copy of the plan)

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Aim and Objectives

Aim of the plan

To strengthen resilience to emergencies and disruptions affecting the local community.

Objectives of the plan

- Identify hazards to which the community may be exposed
- Assess vulnerability of the community to those hazards
- Identify capacities, resources and key contacts within the community
- Identify action points in the event of an emergency and in recovery following an emergency

Emergency Co-ordinator & Deputies roles & responsibilities

The role of Emergency Co-ordinator and Deputies is fulfilled by volunteer residents who provide a vital link between residents and organisations planning and responding to an emergency and community challenges.

Their role is to:

- Facilitate the completion and maintenance of the Community Resilience Plan (this plan)
- Provide a link with the Emergency Services and the District Emergency Planning Officer (EPO)
- Assist the local council and appropriate agencies in emergency preparedness through awareness raising activities
- Provide a local “point of contact” and focal point for a community response to an emergency.

Community volunteer roles

Community Resilience Volunteers are residents who provide support to other residents in their immediate locality.

Volunteers may, for example, distribute information; visit and monitor vulnerable people; help with transport or pass messages on foot when communications are down.

Local Hazard Assessment

Hazard	Measures taken at community level
Coastal erosion	<ul style="list-style-type: none"> - Community monitoring of the coast - Feedback monitoring to BCKLWN/NN/GYBC & the Environment Agency - Stabilisation of the dunes with approval of the appropriate authorities - Help to produce long term plans for adaptation <p>Emergency Response</p> <ul style="list-style-type: none"> - In an emergency immediately inform the emergency services, including MCA (Coastguard), Police, District/Borough and the Environment Agency - Warn those affected - Assessment of actual & potential damage to livelihoods and property - Respond based on the assessment with the Emergency Services.
Surface water flooding	<ul style="list-style-type: none"> - Map and identify surface water flooding hotspots. - Report on ineffective drainage. - Promote local flood protection of premises. - Help the Lead Local Flood Authority (NCC) with the Surface Water Management Plan by providing local information <p>Emergency Response</p> <ul style="list-style-type: none"> - NCC Highways response for highway drainage. - Anglian Water response to sewer surcharge & overflowing. - Fire & Rescue Service response to flooding of premises. - Notify the relevant organisation if local surface water flooding is anticipated: <ul style="list-style-type: none"> ▪ NCC for highway flooding ▪ Anglian Water for sewer overflows - Put in place pre-planned flood protection measures (e.g. floodboards) - Warn community via facebook/community social media groups - Move essential items upstairs or to high ground - Fill clean containers with drinking water - Evacuate or, if there is no time, move family & pets upstairs or to a high place with a means of escape - Turn off gas, electricity & water supplies before flood water enters property – if safe to do so. DO NOT touch sources of electricity when wet or standing in flood water. - Notify Fire & Rescue for actual flooding of properties <p>Flood water is dangerous:</p> <ul style="list-style-type: none"> - Avoid walking or driving through it. - Keep children & vulnerable people away from it. - Wash hands after touching it.
Storm – high winds	<ul style="list-style-type: none"> - Monitor weather forecasts & take precautions when required. - Emergency Co-ordinators inform District EPO & utilities of problems <p>Emergency Response</p> <ul style="list-style-type: none"> - Ensure items at risk of being lifted by high winds are secured. Assistance to residents with mobility impairments may be required. - Report dangerous structures to District Building Control - Emergency Co-ordinators report utility failures to District/Borough Council & relevant utility organisations

Hazard	Measures taken at community level
Heatwave	<ul style="list-style-type: none"> - Monitor weather forecasts & ensure preparedness. - Community support for vulnerable people. - Visit, check and support vulnerable people when necessary - Call in medical advice & support if required
Infectious Disease	<ul style="list-style-type: none"> - Promote and follow appropriate health & hygiene measures. - Community support for vulnerable people. - Check and support vulnerable people and those affected to ensure they have sufficient means to survive the infection. - Call on appropriate medical advice and support when necessary.
Pandemic flu	As above and activate local community arrangements for "Flu Friends".
Lost child	<ul style="list-style-type: none"> - Be aware of distressed children, especially during the tourist season. - Be proactive & sensitive in assisting lone children. - Immediately report any lost child <p>Emergency Response</p> <ul style="list-style-type: none"> - Support the search effort together with assistance of specialist agencies e.g. NorLSAR (Norfolk Lowland Search & Rescue)
Unexploded wartime bomb	<ul style="list-style-type: none"> - Raise awareness locally - Inform police & District/Borough Council - Report any sightings - Listen to and act on the advice of the Emergency Services - Depending on the advice: - 'Go In, Stay In, Tune In' OR - Evacuate.
Major Fire	<ul style="list-style-type: none"> - Public awareness. - Practice fire response drills. - Community response to raising the alarm & acting swiftly. <p>Emergency response</p> <ul style="list-style-type: none"> - Listen to and act on the advice of the Emergency Services - Depending on the advice: - 'Go In, Stay In, Tune In' OR - Evacuate.
Total or partial loss of electricity for several hours	<ul style="list-style-type: none"> - Report to UK Power Networks trees in close proximity to power lines - Report damage to electrical infrastructure e.g. sub-station vandalism (contact: UK Power Networks & Police) - Check and support vulnerable people and those affected to ensure adequate heating and food for survival. - Communicate to appropriate external support (e.g. Adult Social Services and the voluntary sector) where required. - British Red Cross may be mobilized by UK Power through a standby arrangement to assist.

Hazard	Measures taken at community level
Total or partial loss, or contamination, of piped water for significant period	<ul style="list-style-type: none"> - Household storage of reserve water supplies - Household water conservation - Vulnerable customers register with water company <p>Emergency response</p> <ul style="list-style-type: none"> - Household boiling of water if contamination concern. - In consultation, identification of sites for mobile water bowsers and distribution of bottled water. - Assist in distribution of water to vulnerable residents and those with mobility problems. - Assistance in the collection & disposal of empty water bottles.
Total or partial loss of gas for significant period	<ul style="list-style-type: none"> - Register vulnerable customers with Gas Company (priority services). <p>Emergency response</p> <ul style="list-style-type: none"> - Check and support vulnerable people and those affected to ensure adequate heating and cooking for survival. - Communicate to appropriate external support (e.g. Adult Social Services and the voluntary sector) where required.
Tidal Flooding	<ul style="list-style-type: none"> - Encourage take up of the Environment Agency Floodline Warnings Direct scheme for those at risk. - Raise awareness of how to prepare & respond to a flood. - Involve community in local flood planning. <p>Emergency response</p> <ul style="list-style-type: none"> - Listen to and act on the advice of the Environment Agency and Emergency Services <p>On a “Severe Flood Warning”:</p> <ul style="list-style-type: none"> - Put in place pre-planned flood protection measures (e.g. floodboards) - Move essential items upstairs or to high ground - Fill clean containers with drinking water - Evacuate to a safe place or, if there is no time, move family & pets upstairs or to a high place with a means of escape - Turn off gas, electricity & water supplies before flood water enters property – if safe to do so. <p>DO NOT touch sources of electricity when wet or standing in flood water.</p> <ul style="list-style-type: none"> - Listen to local media for updates or call Floodline for info: 0845 988 1188 <p>Flood water is dangerous:</p> <ul style="list-style-type: none"> - Avoid walking or driving through it. - Keep children & vulnerable people away from it. - Wash hands after touching it.
Heavy Snow / Freezing Conditions	<ul style="list-style-type: none"> - Ensure adequate salt/gritting of main roads, paths and critical surfaces. - Ensure water supplies likely to freeze are shut off and/or unheated premises are protected from frost. - Emergency Co-ordinators report utility failures to District/Borough Councils & relevant utility organisations. - Report frozen or burst water mains to Essex & Suffolk Water. - Check and support vulnerable people and those affected to ensure adequate heating and food.

Hazard	Measures taken at community level
Total or partial loss of telephone	<ul style="list-style-type: none"> - Report to BT trees in close proximity to telephone lines - Report damage to telecoms infrastructure e.g. telephone exchange vandalism (contact: BT & Police) - Have both landline and mobile phones. - Maintain at least one plug-in non-wireless landline phone to operate if mains electricity goes down.

Communications & Organisations

Communication System	Contact / Responsibility	Comments
Information Boards (including location)	1.	
Parish Council		
Post Office		
District/Borough Housing Office		
Floodline		

Voluntary organisations

Voluntary Organisation	Contact	Support, Membership & Training

Local faith groups / churches

Faith Group / Church	Contact

Local skills and resources

Skill/Resource	Who?	Contact Details	Location
Trained First Aider			
Flood Warden			
Defibrillator			
4x4 owner			
Tractor owner/dvr			
Search and Rescue boat			
Water/food supplies			
Portable heating/lighting			
Electric generator			
Calor gas suppliers			
Tree surgeon/chainsaw trained			

Key locations

(Identified with the Local Authority as safe places of assembly for evacuation or temporary accommodation e.g. Village Hall, Scout Hut)

Evacuation assembly sites

Building (& capacity)	Address	Contact details

Short-term temporary accommodation

“Short-term = for a few hours

Accommodation	Contact	Capacity

A guide to First Steps in an Emergency

	Instructions	Tick
1	Ensure the emergency services are aware of the emergency. Follow any advice given. (Using 101 or 999 according to urgency).	
2	Ensure you are in no immediate danger.	
3	Contact District/ Borough Council (see contact sheet)	
4	Decide whether to activate this plan. Use the log sheet in the Appendix to record decisions made, who you spoke to and what was said.	
5	Contact other members of the community that need to be alerted: <ul style="list-style-type: none"> • The Parish/Town Council/Community/Neighbourhood Group • Members of the Community Resilience Group • Those specifically under threat Contact initially may be to inform them of the emergency or inform them of current Emergency Service advice regarding any action.	
6	Determine if a Community Emergency Meeting is necessary. If a meeting is needed: <ul style="list-style-type: none"> • Check the meeting venue is safe and people can get there safely • Contact the key holder for the building • Contact Community Emergency Volunteers, if not already done • Inform residents there will be a meeting (if appropriate) • Advise the District/Borough Council you are holding a Community Emergency Meeting • Draw up an Agenda for the meeting. 	

Possible actions to take to help emergency responders (e.g. police, local authority) if appropriate and necessary in the community:

1. Help police/local authority with the identification of vulnerable people (who should receive the earliest possible warnings and instructions).
2. Help police/local authority warn and inform the public e.g. if requested, assist with communicating messages.

Do not put yourself or others at risk to fulfil these tasks

Log sheet

It is essential to keep a log of the actions taken during an emergency and at what time. This blank copy of a log sheet is for use during an emergency.

Date	Time	Information / Decisions / Actions	Initials

External Contacts list

Service / Role	Additional info	Telephone number	Website / email
Emergency Services		999	
Police HQ	For non-999 calls	101	www.norfolk.police.uk
Fire Service HQ		0300 123 1669	hq@fire.norfolk.gov.uk
Coastguard (Maritime & Coastguard Agency)	Maritime Rescue Co-ordination Centre (9am-5pm) Control Room (24 hr)	01493 841300 01493 851338	www.dft.gov.uk/mca
Environment Agency	Floodline and Flood Warnings Direct	0845 988 1188	www.environment-agency.gov.uk
Broads Authority		01603 610734	www.broads-authority.gov.uk
Norfolk County Council	Customer Service Centre number	0344 800 8020	www.norfolk.gov.uk
District / Borough / Town / City Council			
Local Authority Emergency Planning			

External Contacts list (continued)

Service / Role	Additional info	Telephone number	Website / email
Water - Anglian Water	24hr Control	08457 145 145	www.anglianwater.co.uk
Anglian Water	Priority register		https://www.anglianwater.co.uk/help-and-advice/water-care/priority-services/sign-up-for-priority-services/apply-for-priority-services/
Electricity -National Grid	Infrastructure. 24hr reporting of hazards on or near overhead electricity lines	0800 40 40 90	www.nationalgrid.com/uk/
Electricity - UK Power Networks	Supply interruption. 24hr fault line	0800 783 8838	www.ukpowernetworks.co.uk
UK Power Networks	Priority register	0800 1699970	www.ukpowernetworks.co.uk/power-cut/priority-services
Electricity - UK Power Networks	Substation issues. (Vandalism or unauthorized entry)	0800 587 3243	www.ukpowernetworks.co.uk
Gas - National Grid	24hr emergency number for gas safety	0800 111 999	www.nationalgrid.com/uk
Telephones British Telecom	BT faults and all line faults	151	www.bt.com www.bt.com/consumerFaultTracking
NHS direct	24hr health advice and information	0845 46 47	www.nhsdirect.nhs.uk
Local doctors' surgery			
FloodRE	UK Gov backed flood insurance scheme		www.floodre.co.uk

Appendix A – Maps

5 year parish action plan questionnaire report

Foulden Parish Council

5th July 2021

Introduction

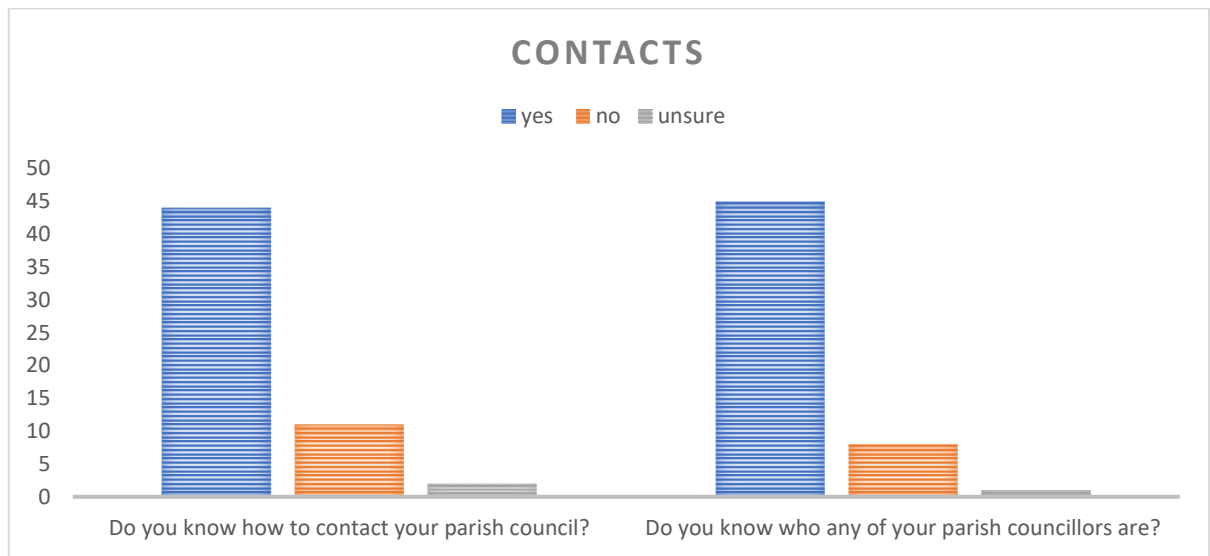
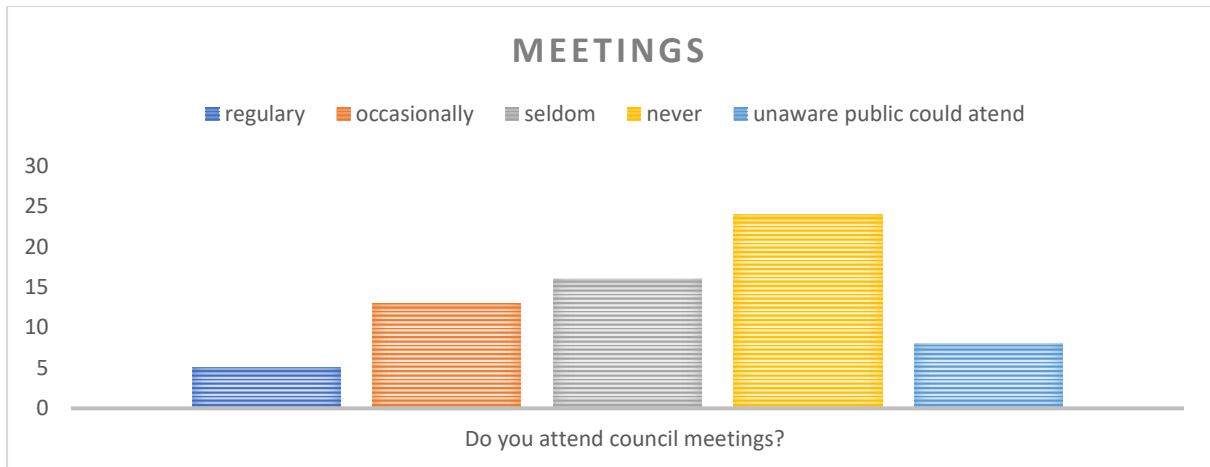
The formation of the current parish action plan was brought about in November 2020 as all points from the previous plan had been addressed and were originally formed to run to the end of 2020. There was a delay due to a covid lockdown in January 2021. However, a questionnaire was compiled and approved, along with the timing and distribution at the council's meeting in May 2021. The questionnaire was then delivered and collected in the style of avon/betterware throughout the village, approx. 176 properties¹.

A huge **thank you** goes to everyone who took the time to complete the questionnaires. Nothing like this has been done by the council for some time and it is beneficial to see the true reflection of what matters to the residents and giving the council a greater chance to act on what residents would like to see happen within the parish. I would also like to thank those who were kind enough to distribute, collect and help compile the information.

When this report was compiled 67 questionnaires had been returned giving a 38% return rate.

¹ Figure taken from 2011 census.

Parish Council



Recommendations:-

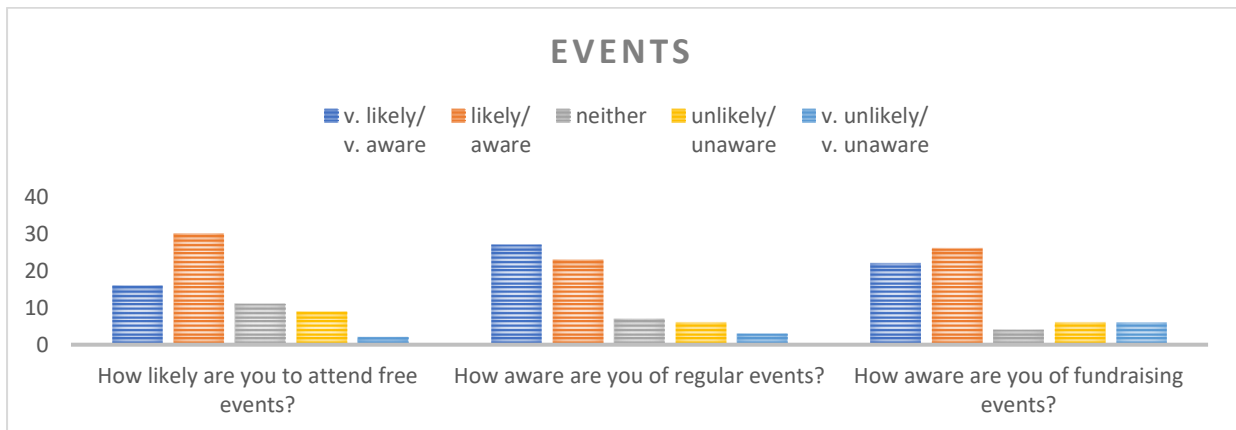
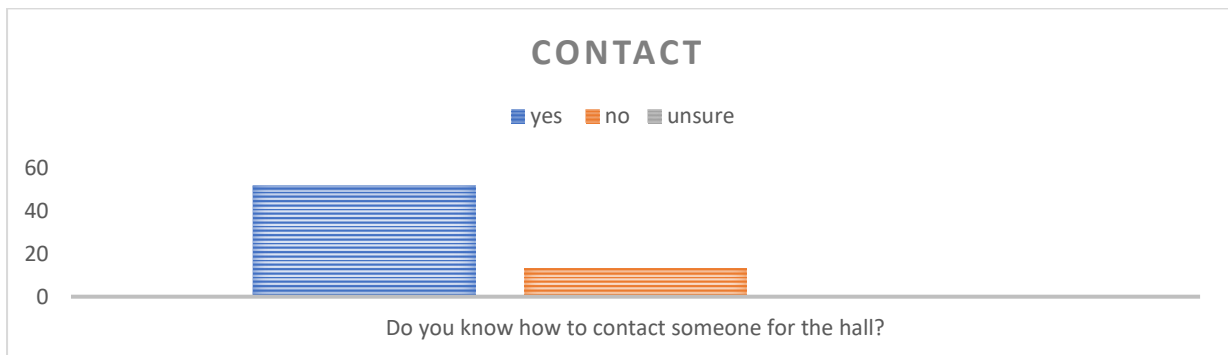
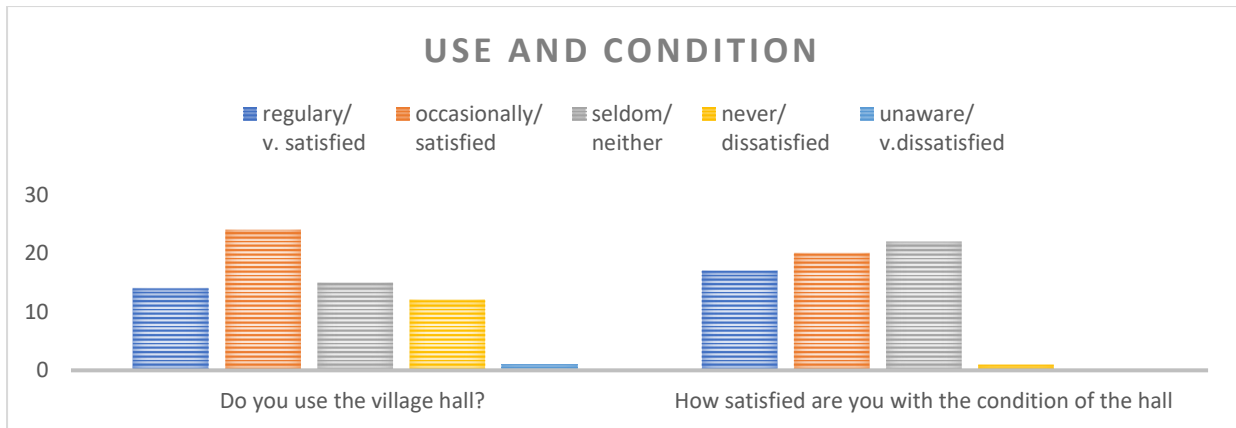
None.

Whilst many members of public do not attend meetings, a considerable amount do know how to contact the council and know at least who one councillor is. There were very few comments made at this stage, so I feel there is no further need for action.

Suggestions:-

Laminated poster to be placed on notice board welcoming public to meetings, date of meetings throughout the year and contact details for the council

Village Hall



Recommendations:

None.

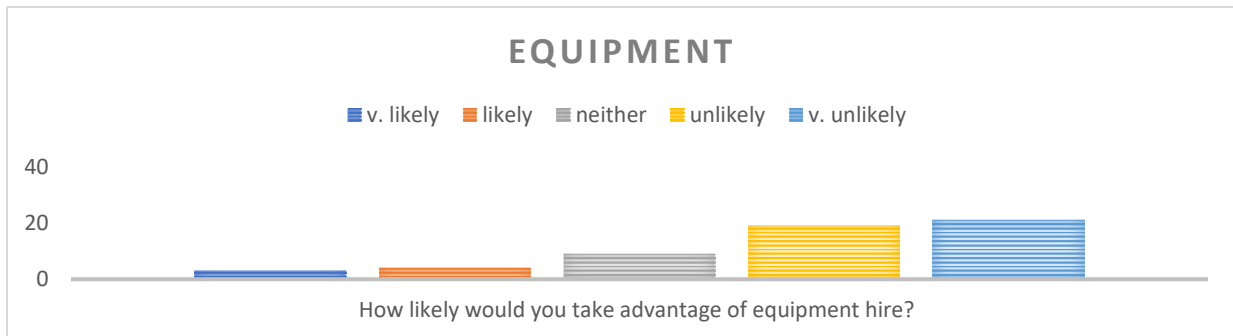
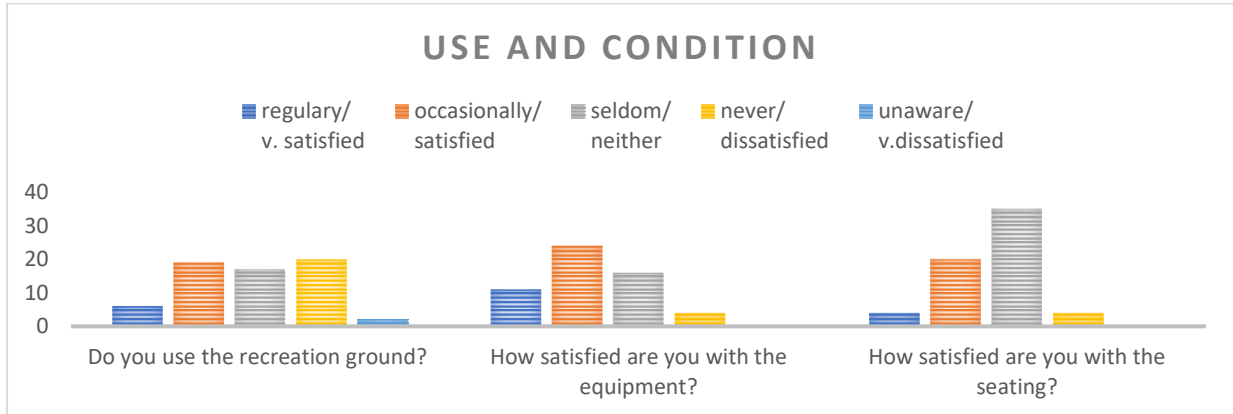
Whilst there is room for improvement the majority of people seem happy with the facilities and are aware of what is on. Hopefully a new village hall manager can build on this.

Suggestions:

Out of 13 comments for regular events a youth club with table tennis and snooker was mentioned more than once as well as more fitness/ exercise classes.

Out of 17 comments for annual events village show was mentioned more than once, village fete and b.b.q's (care should be taken with the last event as council is not currently covered under the insurance for any event involving fire).

Recreation Ground



Recommendations:

None.

Whilst there is room for improvement, most people seem happy with the facilities and are aware of what is there.

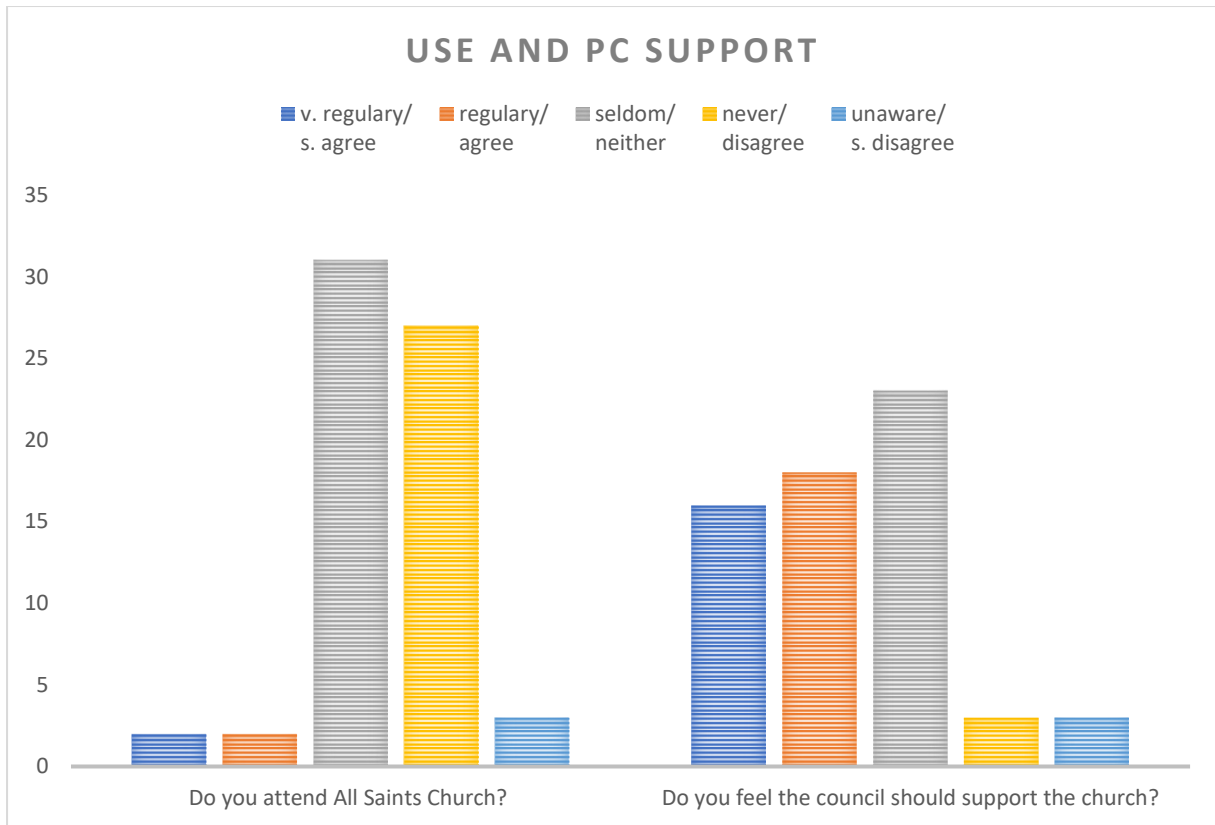
Suggestions:

Out of 20 comments, 6 would like a larger slide, 4 would like to see a roundabout and 3 something along the lines of a skateboard ramp.

Whilst petanque did receive positive responses, this is possibly something to be considered at a later date if funding could be received, as the response only equates to 6% of households in the village.

Fitness/ exercise reflects in the questions asked and in the comments, as well as under the village hall. Sports and fitness grants frequently crop up and this may be something the council considers alongside paying someone/ organisation to run works shops/ courses. Possibility of offering introductory rate or reduced hall rate to those offering this service until established.

All Saints Church



Recommendations:

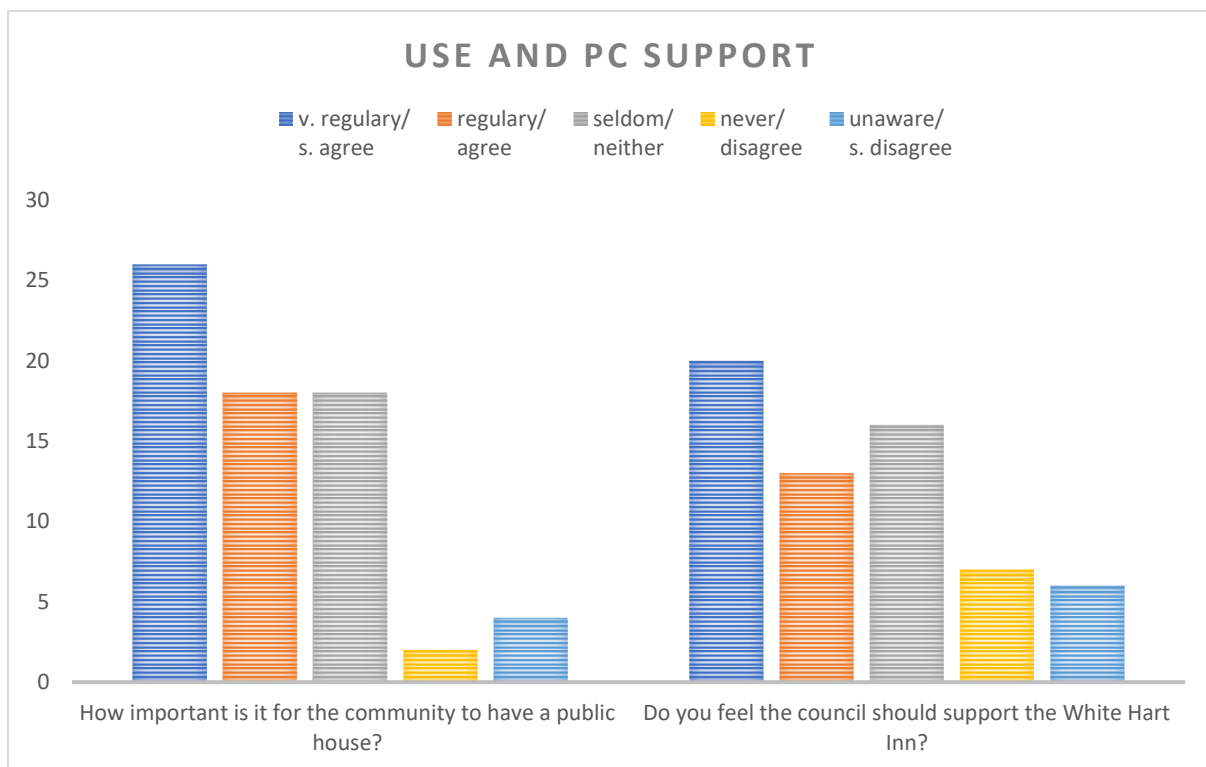
To provide grass cutting/ grounds maintenance with no conditions (same as recreation ground and village hall)

The council has previously offered a partial grant with a condition under the Local Government Act 1972 s.137, however it is clear from the responses that whilst people may not attend the church, they feel that the council should be supporting this village asset. (34 of the 67 (51%) agree or strongly agree the council should support the church) In turn by the council funding grounds maintenance, it would allow the Parochial Church Charity to spend their money elsewhere, possibly where the council would not have the power to assist.

Suggestions/ notes:

Funding and grounds maintenance came out the highest from the 24 comments, followed by fundraising. The Parochial Church Charity is responsible for the church. Anything the council would like to do, should be done through the PCC, whilst the council has certain powers to enable them to help, it should not be done without the PCC's consent. What also came from the comments was joint events (to show better community spirit)

White Hart Inn



Recommendations:

None at this time.

Whilst 33 of 67 respondents felt the council should support the pub, there were 13 who felt the council should not. To date the council has supported the White Hart Inn benefit society in objecting to the change of use planning application and has also awarded a £250 grant under the Local Government Act 1972 s.137. The last council discussions with the benefit society were regarding a public works loan and it was expressed by a member of the society that this wouldn't be required for some time and the council expressed to see more in regard to public consultation before action was taken.

Suggestions/ Notes:

Comments tended to be split between: -

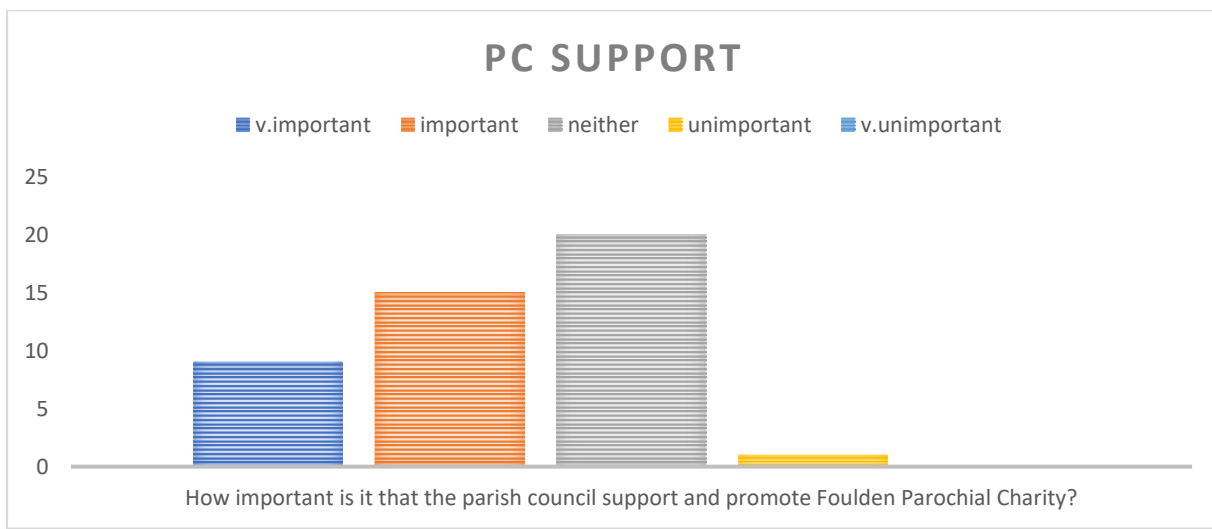
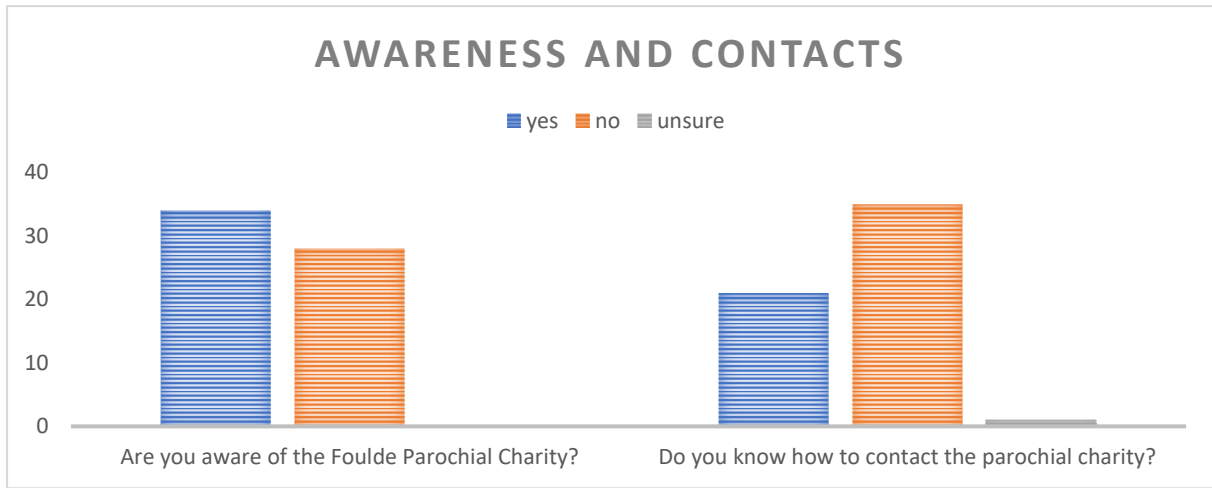
Funding, ranging from donations and fundraising up to one or two comments for purchasing the pub.

Planning, ensuring applications are objected to.

Promotion, to include making parishioners aware, as well as having a council representative at official meetings.

There were a couple of comments that, should the purchase of the pub fail could consideration be taken for adult nights or a bar facility, be permitted at the hall.

Foulde Parochial Charity



Recommendations:

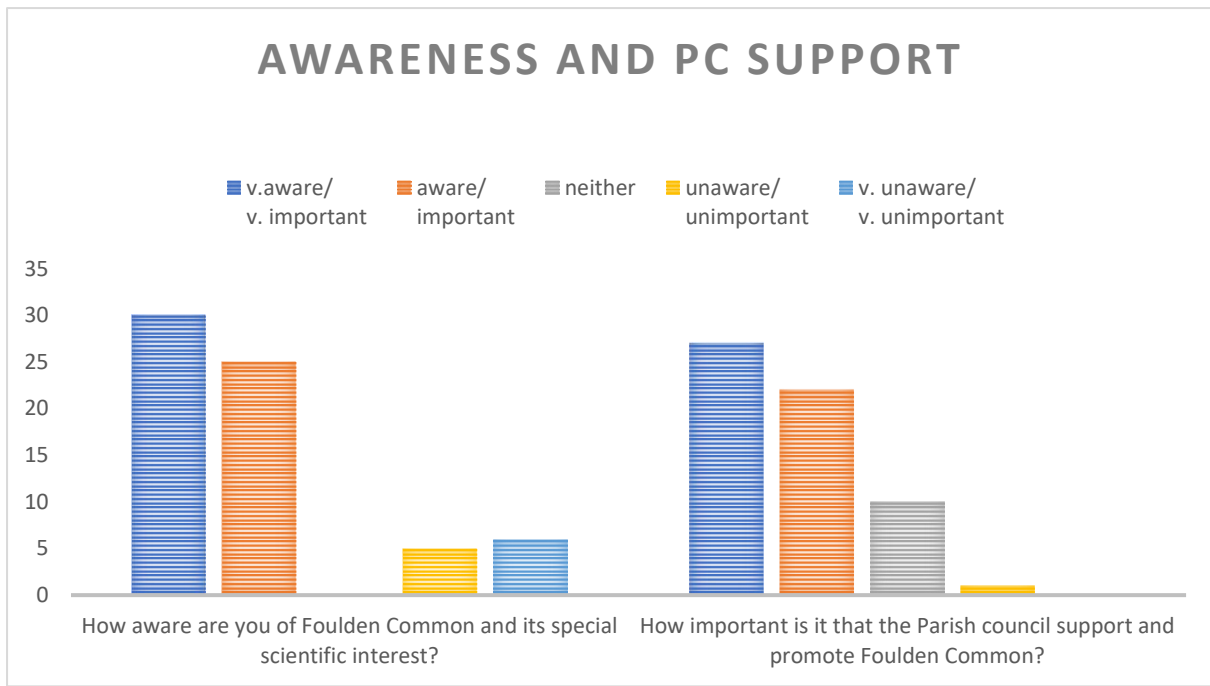
Promote/ advertise Foulde Parochial Charity

The council has very little responsibility in relation to the parochial charity. However, it is clear that even those who are aware of the charity feel it should be promoted. The council could either ask the charity to do this or ask the charity to allow the council to do it on their behalf.

Suggestions:

None

Foulden Common



Recommendations:

Support Foulden Common

49 out of 67 respondents felt the council should support the common. However, much like the church the council has powers but is not responsible for the common and anything that the council wishes to do should be done in co-operation with the landowner.

The comments broke down into three areas, these were:-

Signage, this then broke down in to signs of where the common is, paths and entrances for the common and history/flora/fauna information boards.

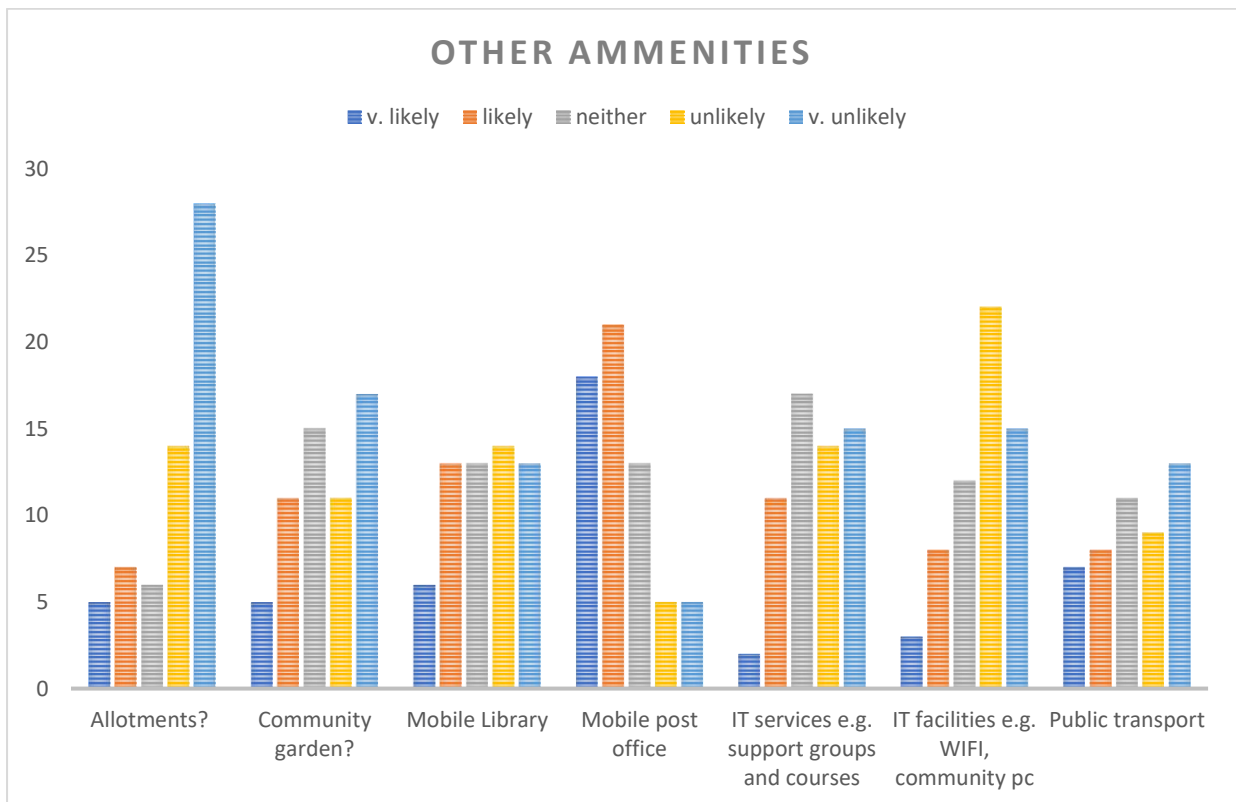
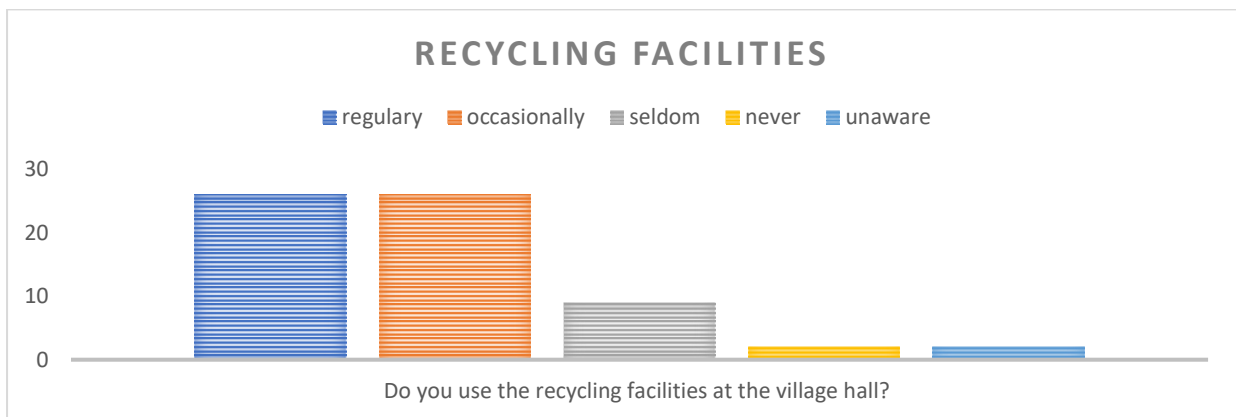
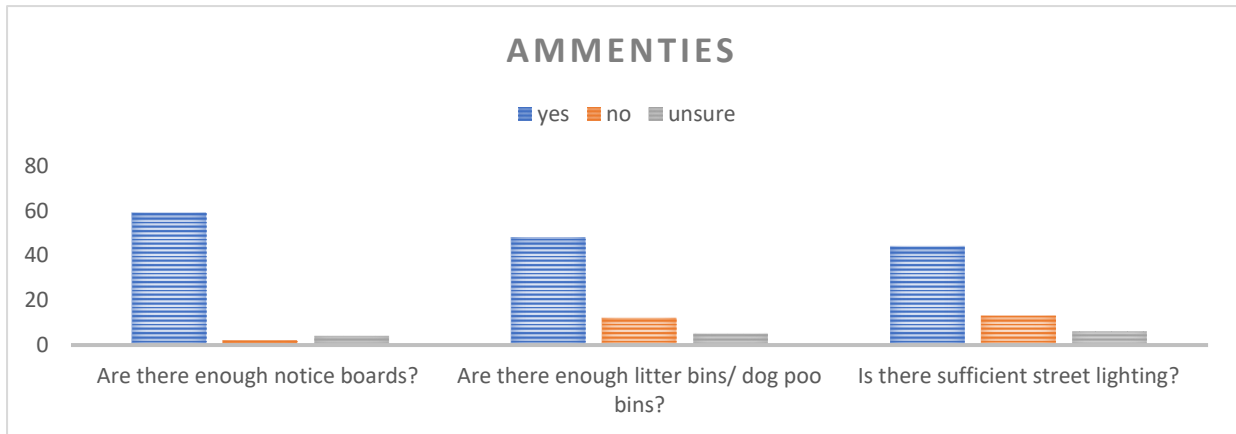
Cattle, this was quite a popular item in comments and ranged from signs at entrances to advertising when cattle are not about and ensuring it was safe on the common.

Promotion, this touched on events and advertising in general.

Suggestions:

None

Amenities



Recommendations:

Mobile Post Office Service.

Start enquiries to see how to progress this service in Foulden.

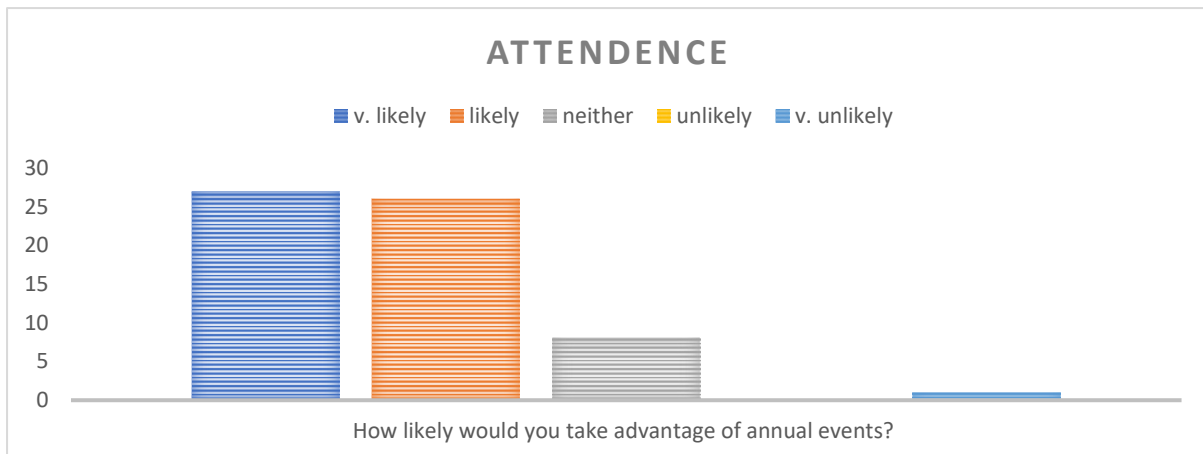
Suggestions:

Out of 22 comments 16 people wished for a bus to Swaffham, the next most popular destination was Kings Lynn with 9. Ideally a bus would be daily but no less weekly. There were several comments that whilst people may not use the bus they would like the service should they find themselves without a car.

The flexibus grant application should have gone through in June so would be worth chasing and seeing if the council can assist in anyway.

For recycling there were several comments regarding plastic recycling and a company name was given. Further enquiries may prove beneficial.

Annual events



Recommendations:

To hold at least one annual event.

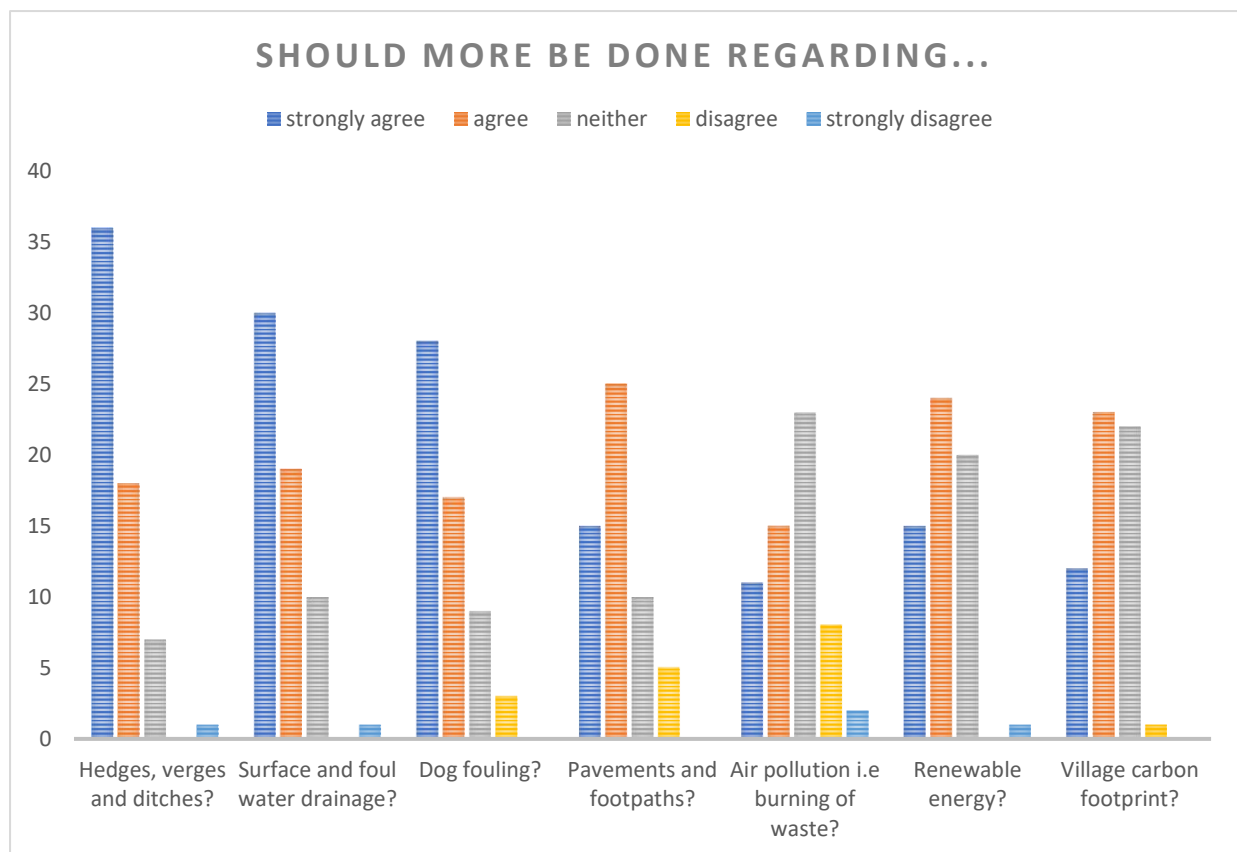
Suggestions:

Village show, village fete and b.b.q's were all mentioned in comments again, where these have previously been picked up on under the village hall.

Scarecrow competition was mentioned by a few. This is an event that has not been done for some time. It was mentioned in regard to speeding. It could be done across the village during summer holidays reasonably easily and is fairly covid safe.

Wildlife events was also quite popular with previously mentioned events on the common, beer and bats at the church/ bats and barn owl talks at the church, wildlife activities/ organisations at the hall. Looking at some of the final comments it was touched on again of events being across the community.

Environment



Recommendations:

Do more regarding;

- **Hedges, verges and ditches**

Of the few comments that were made, these seemed to relate to Vicarage Road especially in regard to the height of trees.

- **Surface and foul water drainage**

- **Dog fouling**

Comments focused on people picking up, rather than bins.

Suggestions:

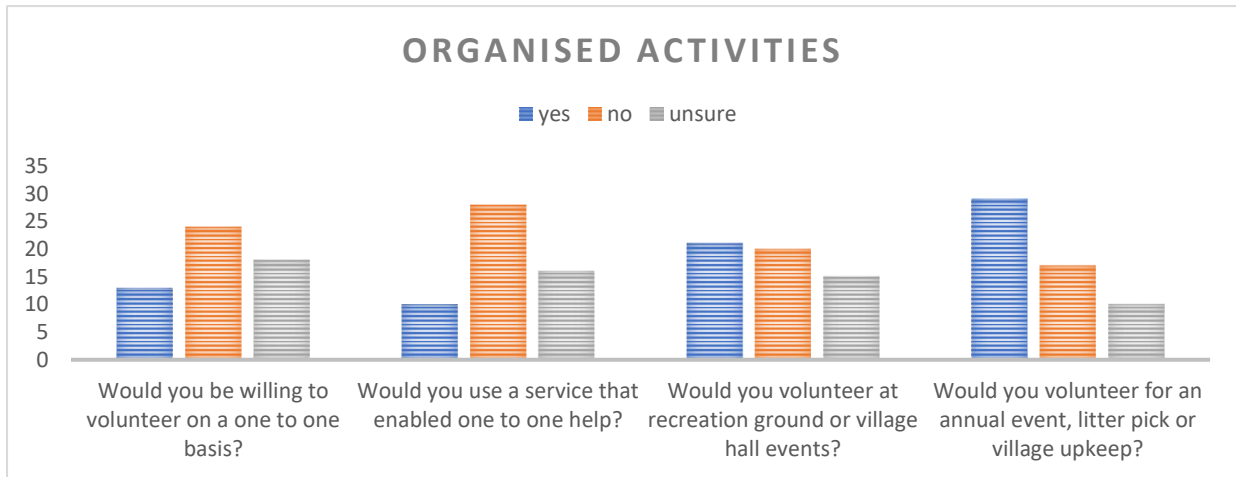
Pavements and footpaths. From comments the main concern for footpaths was being able to get to and from the pub safely from Vicarage Road. The choice is a road with a 60m/p/h limit with no path or the footpath that goes through the field and someone's garden with no lighting.

Renewable energy. This is probably a consideration for the neighbourhood plan. It might also be beneficial to consider options for Foulden Village Hall and perhaps undertaking an energy efficiency audit.

Village carbon footprint. Norfolk ALC ran a Webinar hosted by GIKI who focus on measuring carbon footprints and offering hints and tips. So perhaps something, an event could be built around it.

Perhaps a village assessment/ walk around could be at regular intervals to help address some of the above areas.

People



Recommendations:

Organise and promote an annual litter pick

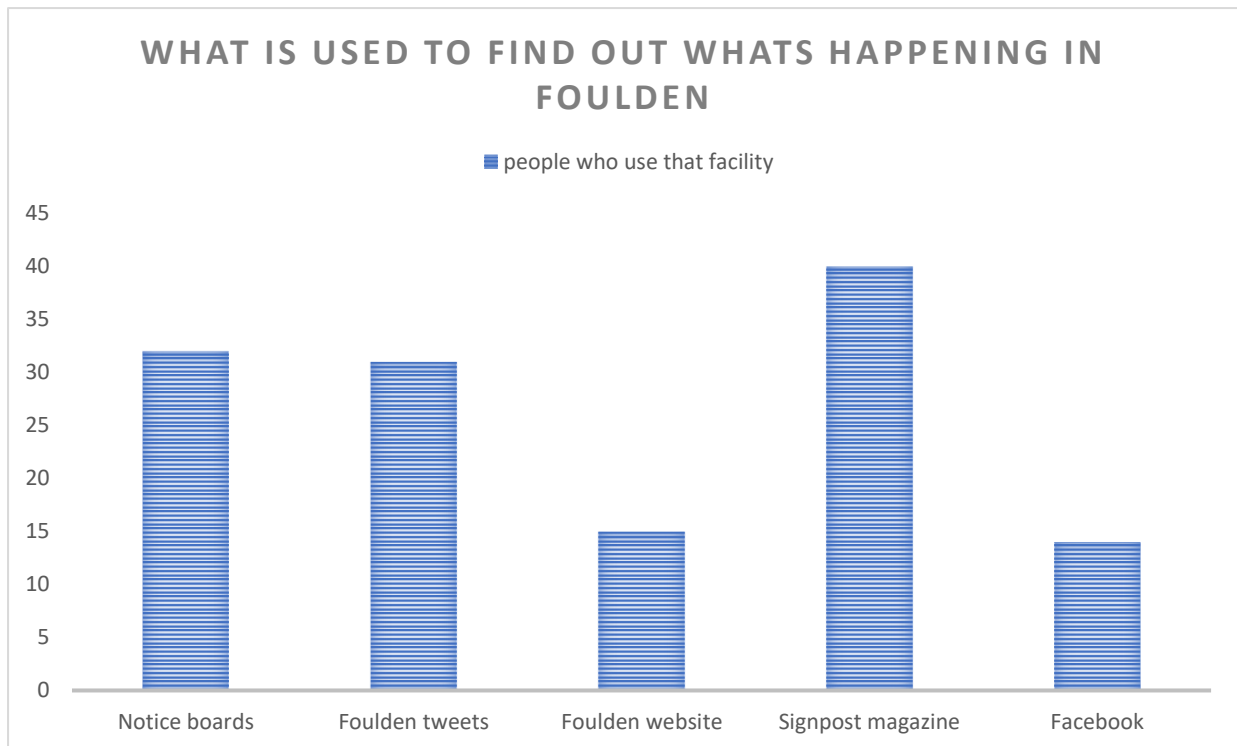
Or

Promote the use of litter pick equipment held by Cllr Winterbone

Suggestions:

The majority of those that volunteered wished to be involved with the upkeep and presentation of the village

Communication



Recommendations:

Promote the website

The website holds the most information and this illustrates how underutilised the site is.

Suggestions:

None

Summary

	Recommendations	Suggestions
Parish Council	<i>None</i>	Laminated poster on notice boards welcoming public to meetings, date of meetings and contact details for the council
Village hall	<i>None</i>	Youth club with table tennis and snooker. Encourage exercise and fitness classes. Annual events – village show, village fete and b.b.q's
Recreation Ground	<i>None</i>	Equipment to include larger slide, roundabout and something along the lines of skateboard ramp. Possible inclusion of petanque court. Encourage fitness and exercise groups.
All Saints Church	To provide grass cutting/ grounds maintenance with no conditions	Possibility of other funding or activities to be considered
White Hart Inn	<i>None at this time</i>	Possibility of funding, planning issues and promotion to be considered as deemed necessary
Foulden Parochial Charity	Promote/ advertise Foulden Parochial Charity	<i>None</i>
Foulden Common	Support Foulden common (signage, cattle, promotion)	<i>None</i>
Ammenities	Mobile post office	Support flexibus Enquire about plastic recycling
Annual events	Organise at least one event	Show, fete, BBQ Scarecrow competition Wildlife events
Environment	Hedges, verges and ditches Surface and foul water drainage Dog fouling	Pavements and footpaths Renewable energy Village carbon footprint
Organised	Annual litter pick or promote use of litter pick equipment	<i>None</i>
Communication	Website advertising	<i>None</i>



Introduction to Standing Orders

A council may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders (Local Government Act 1972, sch 12, para 42).

This means that Standing Orders make up a document of 'rules' for a council to follow. Some of these 'rules' are laid down in law and these are in bold, these must not be removed or changed. Other orders, not in bold, are rules to support the governance of a council – how it is organised and administered. Standing Orders may refer to other council policies or regulations which give greater detail about specific items such as Financial Regulations and Data Protection Policy.

Standing Orders inform officers, councillors and the public. They ensure that actions taken by the council are legal, logical, consistent and transparent and they support the internal control of a council i.e. its financial strength.

Order and Adoption of Standing Orders

Note that reference is made to the clerk throughout (Proper Officer of the Council is the legal term) and to the Responsible Financial Officer (RFO), who may also be the clerk.

In law the word 'chair' is used, in the case of a Town Council this person is often referred to the 'mayor'. In this document we have used the term 'chair'.

Standing Orders should be reviewed at least every third year or earlier if changes in the law require this. Adoption, review and amendments to Standing Orders should be made by the full council. Standing Orders should have the date of adoption and the date for review.

They should be published on the council's website and a copy given to councillors (in the agreed format).

Where it is necessary for you to enter the agreed procedure for the council or there are alternative options for you to select from, the **text is in red**.

Standing Orders are divided into subject headings, and those headings are taken in alphabetical order. Headings are numbered and then sub-divided.

1. Accounting

- a) Financial procedures to be followed must be detailed in the Financial Regulations (not Standing Orders) of the council and based upon 'Proper Practices' as identified in the most recent version of 'Governance and Accountability for Local Councils' (<https://www.saaa.co.uk/legislation-guidance/>). One exception is that the law requires Standing Orders to contain details about contracts (see [Contacts and Procurement](#)).

2. Agendas (and summons)

- b) **All items to be decided at a meeting must be detailed on the agenda.**
- c) **The date, time and place of a meeting must be published at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning). Publication must be in a conspicuous place in the parish (noticeboards) and, if the receipts and payments of the council are both under £25,000, on the council's website**
- d) **The summons, to include the agenda, must be sent to councillors at least three clear days before a meeting of the council (excluding the day of issue and meeting date, Sundays and bank holidays and days appointed for public thanksgiving or mourning).**
- e) **The agenda/summons must be signed by the clerk and dated.**
- f) Items for inclusion on the agenda should be given in writing to the clerk by a councillor at least **10 days** before a meeting.
- g) The chair and the clerk will agree the agenda prior to its publication, the final say on the content of the agenda rests with the clerk.
- h) The agenda and supporting papers shall not disclose or undermine confidential information or personal data without legal justification.
- i) The agenda should be sent to the **district (or borough)** and county councillor(s) representing the council's area. This is an invitation to attend but as a member of the public.
- j) The agenda will detail the following in this order:
 - i. Receipt or approval of apologies for absence
 - ii. Receipt of declarations of interest and consideration of requests for dispensations
 - iii. Confirmation of the accuracy of the minutes of last meeting
 - iv. Public participation
 - v. Other items for discussion such as planning matters; financial reports; progress of projects etc.
- k) **The agenda for the annual council meeting must include, as a first item, the election of chair.** Further items may include:
 - i. Review of delegation arrangements to committees, sub-committees, officers and other local authorities

- ii. Review of the terms of reference for committees
 - iii. Appointment of councillors to committees and working parties
 - iv. Review of policies
 - v. Review of membership of external bodies
 - vi. In the year of an ordinary election the re-adoption of the General Power of Competence, if appropriate
- l) The following items can be considered at a meeting even if they are not on the agenda:
- i. to appoint a councillor to chair the meeting (if chair and vice-chair are not present)
 - ii. to defer consideration of an item until a future meeting
 - iii. to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest
 - iv. to temporarily suspend the meeting
 - v. to suspend a particular standing order (unless contrary to legislation)
 - vi. to adjourn the meeting
 - vii. to close the meeting
- m) An agenda item, that would result in a reversal of a decision made within the last six months, shall not be included unless requested in writing by **2 councillors**.

3. Apologies

- a) A councillor, if unable to attend a meeting, must give their apologies and the reason to the clerk.
- b) **If a councillor fails throughout six consecutive months to attend any meetings of the council, or its committees or sub-committees of which they are a member they cease to be a councillor unless there is a 'statutory' reason for the absence such as military service, or failure to attend is approved by the council. The period begins with the last meeting attended.**

4. Chair

- a) **The council must elect a chair who must be a member of the council.**
- b) **The appointment of chair must be an annual appointment.**
- c) **At the moment when the new chair accepts office the previous chair automatically retires.**
- d) **Following their election, the chair must sign a declaration of acceptance of office unless the council, at that meeting, permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**
- e) **The person presiding at a meeting may vote and if there is an equality of votes, they may use their second or casting vote. If the item is the election of a chair, then the casting vote, if it is necessary, must be used.**
- f) The casting vote does not have to be used in the same way as the original vote.
- g) **The chair or in their absence the vice-chair (if any) must preside.**

- h) If both are absent the council must appoint some other councillor to preside.**
- i) The decision of the chair regarding any standing order at a meeting is final (with the exception of an order which supports a legal requirement).

5. Clerk

- a) **Duties of the clerk include to convene meetings of the council for the election of a new council chair, occasioned by a casual vacancy in that office; facilitate inspection of the minute book by local government electors; receive and retain copies of bylaws made by other authorities; serve on councillors in a manner agreed by them, a signed summons confirming the time, place and the agenda of a council meeting; provide in a conspicuous place a public notice of the time, place and agenda of a council meeting.**

6. Code of Conduct and Dispensations

- a) **All councillors must observe the Code of Conduct adopted by the Council at all times whilst acting or perceived to be acting as a councillor.**
- b) **Code of Conduct complaints must be referred to the District/Borough Council Monitoring Officer, their advice must be followed, and the complaint must not be investigated or considered by the council.**
- c) **All councillors must complete a Declaration of Interests Form within 28 days of taking office.**
- d) **Councillors are responsible for keeping their Declaration of Interest Form up to date and must complete a new form within 28 days of any changes.**
- e) A dispensation request should be sent to the clerk in writing, prior to the meeting starting (see dispensation request form).
- f) A dispensation will be decided by the council or the committee.
- g) **If a dispensation is not granted, the councillor must not take part in the item** and should consider leaving the room, returning to the meeting after the item has been concluded.
- h) **A dispensation may be granted for the following reasons:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

7. Committees, Sub-committees and Working Parties

- a) **The council may appoint committees and delegate many of their functions to them. Setting the budget and precept, considering an auditor's report or signing AGAR, borrowing money, adopting the general power of competence and adopting or revising the code of conduct are examples of items that cannot be delegated to a committee.**
- b) **The council decides terms of reference for the committee.** e.g. number of meetings, membership, functions, budget (if any), how the chair of the committee shall be appointed.

- c) **A committee will have an agenda, be open to the public, and have minutes.**
 - d) The quorum of a committee should be no less than three.
 - e) **Non-councillors can be appointed to committees, unless that committee regulates and controls the finances of the council. Non-councillors only get a vote if the function of the committee is the management of land, harbour functions, tourism functions or the management of a festival.**
Non-councillors must abide by the council's Code of Conduct.
 - f) A committee may delegate any of its functions to a sub-committee.
 - g) Standing Orders of the council shall apply to all committees and sub-committees.
 - h) The council may appoint a working party. The council decides the brief of the working party. A working party cannot make decisions. A working party need not have agendas, does not have to meet in public and there is no requirement for minutes, however 'notes' of meetings should be kept.
- 8. Contracts and Procurement (must be included in Standing Orders)**
- a) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 (including VAT) but less than the published relevant thresholds referred to in 8d below is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
 - b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or officers to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
 - c) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - d) **Where the value of a contract is likely to exceed the threshold specified by the Cabinet Office from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts**

Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.

9. Councillor Vacancy

- a) **A councillor who wishes to resign must send their written resignation to the chair of the council. Their chair resigns to the council, sending their written resignation to the Clerk.**
- b) **Any vacancy arising must be advertised for a period of 14 days, if a poll is claimed by ten electors a by-election takes place. If no poll is claimed the council must fill the vacancy by co-option as soon as practicable. It is not bound to do this if the vacancy has less than six months to run.**
- c) **The decision to co-opt, along with all decisions, must be made by the majority of councillors present and voting.** Where more than two people have been nominated for co-option, and none has received an absolute majority the name of the person having the least number of votes shall be struck off and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote of the chair.
- d) Where more than one vacancy is to be filled by co-option, each vacancy should be considered separately.
- e) **Co-option must be considered at a meeting and is not a valid reason to exclude the public under the Public Bodies (Admission to Meetings) Act 1960.**
- f) **All councillors must complete their declaration of acceptance of office forms at or before the first meeting after they are elected or if they are co-opted before they take office, unless the council at that meeting permits the declaration to be made at or before a later meeting. The declaration must be made in the presence of a member or the council's proper officer and delivered to the council.**

10. Data Protection (General Data Protection Regulations and the Data Protection Act 2018)

- a) **The council must ensure that a written record of its processing activities is maintained.**
- b) **The council must have a Data Protection Policy and procedures in place to respond to data protection enquiries, as well as a privacy statement and a record of any data protection breaches.**
- c) **The council shall have in place, and keep under review, technical and organisational measures to keep secure, information relating to personal data held in both hard copy and electronic format, held either by the clerk or by councillors on council or privately owned devices.**
- d) **The council must have in place a Data Audit for the retention and safe destruction of all information including personal information which it holds.**
- e) **Councillors, officers and contractors must have regard to the legislation when considering the processing, sharing or disclosing of personal information.**

11. Debate

- a) Items on the agenda shall be considered in the order that they appear, but the order can be changed at the discretion of the chair. No speech on any item shall be longer than **10** minutes.
- b) An amendment to an item must not negate the original item. It will be voted upon separately and before the original item.

12. Delegation (councillors, the clerk and committees)

- a) No councillor has the authority to issue instructions, or orders to any employee including the clerk or to act on behalf of the council.
- b) The clerk may be given delegated authority to deal with matters, the detail may be included in the Job Description, a scheme of delegation or agreed at a meeting of the council (and minuted).
- c) The clerk may have delegated authority to spend money in the event of an emergency and the detail of this is included in Financial Regulations.
- d) The council may delegate to a committee (see [Committees, Sub-committees and Working Parties](#)).

13. Disorderly Conduct

- a) Disturbance by any member of the public will be followed by a request from the chair to desist. If ignored the chair can ask the disruptive person to leave the meeting.

14. Employment (see [Clerk](#))

- b) **Employees must have a Contract of Employment** supported by a Job Description **on or before the first day of employment**. The Contract must include details of grievance and disciplinary procedures or make reference to separate documents.
- a) The council is an employer, and any matters relating to staff members must be treated confidentially and in accordance with employment law.
- b) A council may appoint a proper officer (clerk) for the discharge of the council's functions, and any other staff as required.
- c) **A council must appoint a Responsible Financial Officer**
- d) The council should appoint a small group of councillors to conduct the clerk's annual appraisal. The clerk will annually appraise all other members of staff.
- e) A council may appoint one or more of its councillors to be officers, but without remuneration. **A period of 12 months after leaving as a councillor, must elapse before payment can begin.**

15. Information Management

- a) **The council must have a Freedom of Information publication scheme displayed on its website and respond to requests for information in line with the Freedom of Information Act 2000.**
- b) **The council must publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 if the receipts and payments of the council are both under £25,000. If the gross annual income or expenditure exceeds £200,000, the council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

16. Legal Deeds

- a) A legal deed, on behalf of the council, must be authorised by a decision of the council and signed by two councillors, with the clerk witnessing the signatures.

17. Meetings (see also [Agendas](#))

- a) **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost**
- b) **A council must have an annual meeting in May, in an election year this meeting must take place on or within 14 days of councillors taking office.**
- c) **In an election year, if the current chair has not been re-elected as a councillor, they shall still chair the first item at the annual council meeting. They do not have an original vote but must exercise their casting vote in the event of a tie.**
- d) **In addition, a council must meet on at least three other occasions during the year and may hold further meetings as required.**
- e) This council meets **on the day 1st Wednesday of every 3rd month**, the clerk may call additional meetings as required including for the election of a new chair as and when the role becomes vacant.
- f) Meeting dates for the following year should be set on or before the last meeting of the year.
- g) **The chair may convene, with three clear days' notice, an extraordinary meeting at any time. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the chair.**
- h) **If the chair does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene such a meeting. The public notice giving the date, time and place and the summons sent to councillors detailing the agenda for such a meeting shall be signed by the two councillors.**
- i) **The quorum for a meeting shall be at least one third of the whole number of members of the council (rounded up) and no less than three.**
- j) **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- k) **All decisions at a meeting shall be decided by a majority of councillors, and non-councillors with voting rights, present and voting.**
- l) **Voting shall be by a show of hands.** At the request of any councillor, voting may be by signed paper ballot.
- m) **A councillor may ask for the vote to be recorded so that how each councillor voted is recorded in the minutes**, this should be done either immediately prior to or immediately after the vote.
- n) A meeting shall not exceed a period of **2 hours**

18. Minutes

- a) Minutes shall include:
 - i. the date, time and place of the meeting
 - ii. the names of councillors and officers who are present

- iii. interests declared
- iv. dispensations granted
- v. when a councillor arrives late, leaves early, or is absent for period of time
- vi. the public participation session
 - i. the decisions made
- b) The minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data.
- c) If issued to councillor prior to the meeting, minutes shall be taken as read.
- d) The minutes of a meeting must be agreed at the same or next meeting of the council and signed by the person presiding at that meeting.
- e) Discussion on the minutes must relate to their accuracy and any amendment must be agreed by the council and signed by the councillor presiding.
- f) **If the receipts and payments of the council are both under £25,000, the minutes, if necessary in draft form, must be published on the council's website within one calendar month of the meeting.**

19. Press

- a) When responding to the press on behalf of the council, officers and councillors must only report on agreed decisions or policies of the council.

20. Public (including press and district, borough and county councillors)

- a) Members of the public have the right to attend all meetings of the council
- b) Under the Public Bodies (Admissions to Meetings) Act 1960, members of the public can be required to leave if the council decides that the item is of a confidential nature for one of the following four reasons:
 - i. engagement, terms of service, conduct and dismissal of employees
 - ii. terms of tenders and proposals and counter proposals in negation for contracts
 - iii. preparation of cases in legal proceedings
 - iv. the early stages of any dispute
- c) Public Participation time shall not exceed **15 minutes** and no one person shall speak for more than **3 minutes**, in both cases unless directed otherwise by the chair.
- d) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend. A question does not require an answer at the meeting, if required, the chair will advise when an answer will be given
- e) A person who speaks at a meeting, shall direct their comments to the chair of the meeting. The chair shall direct the order of speaking.
- f) A member of the public may film, photograph or make an audio recording of the meeting. This does not allow for oral commentary which would be disruptive.
- g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

Annex A - September 2024

		Net	VAT	Gross	
Sarah Hunt	September Salary incl. Homeworking	£339.72		£339.72	
Sarah Hunt	October Salary incl. Homeworking	£339.72		£339.72	
HMRC	September	£78.40		£78.40	
HMRC	October	£78.40		£78.40	
Di Dann	Internal Audit	£45.00		£45.00	
e.on	Streetlight electricity	tbc		£0.00	
Sarah Hunt	refund phone credit	£20.00		£20.00	
	postage	£18.60		£18.60	
Gary Fendick	Grounds Maint. Jul/Aug/Sept	£650.00	£130.00	£780.00	Note: Includes £200.00 village hall.
	Grounds Maint. June	£390.00	£78.00	£468.00	Note: Includes £120.00 village hall.
Cozens	Streetlight maint. Mar/Apr.May	£0.40		£0.40	to correct underpayment.
Cozens	Streetlight Maint. June/July/Aug	£37.00	£7.40	£44.40	PAID (30)
Unity	quarterly bank charges (4.6 - 3.9)	£18.00		£18.00	DDR
ICO	Data Registration	£35.00		£35.00	DDR
Broadland Computers	Tech Support	£60.83	£12.17	£73.00	
TOTAL		£901.24	£0.00	£2,338.64	
Income					
CAS - Business Services	Insurance Refund - Village Hall	£785.39		£785.39	
				£785.39	

**FOULDEN Parish Council
Bank Reconciliation**

Financial year ending 31 March 2025

Prepared by: Sarah Hunt

Balance per bank statements as at 31st March 2024

Unity Account (20469126)	£ 10,848.03		
BROUGHT FORWARD 31/3/23	£ 10,848.03		
Add: Receipts	£ 6,051.59		
Less Payments	£ 7,884.17		
	£ 9,015.45		
Less uncashed payments			
Cash Book total (A)	<hr/>	£	9,015.45
Balance per Unity *126 bank statement as at 31.8.24		£	9,015.45
Total Bank Statement (B)		<hr/> <hr/>	<u>£ 9,015.45</u>



FOULDEN Parish Council
Accounts for year ending 31st March 2025

	2024/5	Budget 2024/5	2023/24	
Income				
Bank Interest	£ -		£ 1.47	
Donations	£ -			
Grants	£ -			
Insurance	£ 785.39			v hall refund
Misc	£ -		£ 148.40	
Precept	£ 4,561.00	£9,122.00	£ 9,064.50	50% received
Recycling	£ 309.15	£300.00	£ 266.47	
VAT	£ 396.05		£ 3,761.00	
Total	£ 6,051.59	£ 9,422.00	£ 13,241.84	
Expenditure				
Clerk Salary	£ 3,012.50	£5,500.00	£ 5,529.11	7 months outstanding - £2,379.04 plus increment.
PAYE	£ 752.40	£1,000.00		7 months outstanding - £548.80 plus increment.
Pension	£ -	£0.00		
Audit	£ -	£100.00	£ 280.00	£45.00 final
Bank Charges	£ 18.00	£84.00	£ 72.00	
Communications	£ 20.00	£0.00		Phone top ups
Contingency	£ -	£0.00		
Data Protection	£ 35.00	£35.00		Second charge due - initial refunded to charity.
Defibrillator	£ -	£120.00		
Elections	£ -			
Grass Cutting	£ -	£500.00		
Grass Cutting Church	£ 250.00			
Grounds Maint (trees)	£ -		£ 2,592.00	
Insurance	£ 1,288.56	£1,300.00	£ 1,134.64	see refund (to be paid to village hall?)
Information Tech.	£ 148.32	£65.00	£ 100.74	
Legal / Consultancy	£ 350.00			
Membership	£ -	£95.00	£ 90.65	
Miscellaneous	£ -			
Office / Admin	£ 298.02	£250.00	£ 737.86	Min £182.00
Recreation Field	£ 650.00	£1,500.00		
S137	£ 250.00	£180.00	£ 170.00	
Streetlights Electricity	£ 544.54	£320.00	£ 370.38	
Streetlights Maintenance	£ 74.00	£130.00	£ 74.00	
Training	£ -	£350.00		
Village Hall	£ -			
Village Maintenance	£ -			
War Memorial	£ -			
Website	£ -	£130.00		
White Gates	£ -		£ 2,091.93	
VAT	£ -		£ 396.05	see income
Total	£ 7,691.34	£ 11,659.00	£ 13,639.36	

FOULDEN PARISH COUNCIL

PROJECTED accounts for year ending 31st March 2025

As at 31.8.24

	BUDGET	TO DATE	PROJECTED	next 7 months	projected budget difference
Income					
Bank Interest	£0.00	£0.00	£50.00	£50.00	£50.00
Donations	£0.00	£0.00		£0.00	£0.00
Grants	£0.00	£0.00		£0.00	£0.00
Insurance	£0.00	£785.39	£785.39	£0.00	£785.39
Misc	£0.00	£0.00		£0.00	£0.00
Precept	£9,122.00	£4,561.00	£9,122.00	£4,561.00	£0.00
Recycling	£300.00	£309.15	£309.15	£0.00	£9.15
VAT		£396.05	£396.05	£0.00	£396.05
	£9,422.00	£6,051.59	£10,662.59	£4,611.00	£1,240.59 Insurance r
Expenditure					
Clerk Salary	£5,500.00	£3,012.50	£5,300.00	£2,287.50	£-200.00
PAYE	£1,000.00	£752.40	£548.80	£-203.60	£-451.20
Pension	£0.00	£0.00	£0.00	£0.00	£0.00
Audit	£100.00	£0.00	£45.00	£45.00	£-55.00
Bank Charges	£84.00	£18.00	£84.00	£66.00	£0.00
Communications	£0.00	£20.00	£60.00	£40.00	£60.00
Contingency	£0.00	£0.00	£0.00	£0.00	£0.00
Data Protection	£35.00	£35.00	£70.00	£35.00	£35.00
Defibrillator	£120.00	£0.00	£0.00	£0.00	£-120.00
Elections	£0.00	£0.00	£0.00	£0.00	£0.00
Grass Cutting	£500.00	£0.00	£650.00	£650.00	£150.00
Grass Cutting Church	£0.00	£250.00	£250.00	£0.00	£250.00
Grounds Maint (trees)	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00
Insurance	£1,300.00	£1,288.56	£1,288.56	£0.00	£-11.44
Information Tech	£65.00	£148.32	£148.32	£0.00	£83.32
Legal/Consultancy	£0.00	£350.00	£350.00	£0.00	£350.00
Membership	£95.00	£0.00	£95.00	£95.00	£0.00
Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
Office/Admin	£250.00	£298.02	£600.00	£301.98	£350.00
Recreation Field	£1,500.00	£650.00	£650.00	£0.00	£-850.00
S137	£180.00	£250.00	£300.00	£50.00	£120.00
Streetlights Electricity	£320.00	£544.54	£1,300.00	£755.46	£980.00
Streetlights Maintenance	£130.00	£74.00	£180.00	£106.00	£50.00
Training	£350.00	£0.00	£0.00	£0.00	£-350.00
Village Hall	£0.00	£0.00	£0.00	£0.00	£0.00
Village Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00
War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00
Website	£0.00	£0.00	£0.00	£0.00	£0.00
White Gates	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	£0.00	£0.00	£0.00	£0.00	£0.00
				£0.00	£0.00
	£11,529.00	£7,691.34	£12,919.68	£5,228.34	£1,390.68 overspend

30.8.25 bank balance: £9,015.45

plus anticipated income £13,626.45

less anticipated spend £8,398.11

earmarked:

Elections £1,100.00

Projects £1,500.00

ANTICIPATED AT YEAR END

General Reserve £5,798.11

FOULDEN PARISH COUNCIL

INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2025

1. SCOPE OF RESPONSIBILITY

Foulden Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at its November or December meeting. The November or December meeting of the council approves the level of precept for the following financial year.

The full council meets a minimum of 4 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk or Councillors. Payments are approved prior to being made, invoices are available to all councillors at meetings. Hard copies of bank statements and reconciliations are available at each meeting and signed as presented.

Clerk to the council/responsible finance officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances.

The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that legal procedures, governance, control systems and policies are adhered to.

Payments:

Payments are reported to the council for approval wherever appropriate. Two members of the council must sign every cheque or online order for payment. The signatories should consider each cheque against the relevant invoice which is provided in hard copy at the meeting and pdf for online

payments. The banking app records who has authorised each payment. All authorised cheque signatories are members of the Council. No officer of the Council is a signatory.

Income:

All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually and reviews its systems and controls.

Internal Audit:

The council appoints an independent internal auditor who reports to the council on an annual basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:

The council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement on Internal Control.

Chairman

RFO/Clerk

Approved and adopted by Foulden Parish Council

Meeting date: 25th September 2024



FOULDEN PARISH/TOWN COUNCIL
FINANCIAL REGULATIONS
(suitable for a council up to £25,000)

Notes and how do adopt these Financial Regulations

Abbreviations:

RFO Responsible Financial Officer

AGAR Annual Governance and Accounting Return

G & A Governance and Accountability – Practitioners Guide produced by JPEG and known as ‘Proper Practices’

GPC General Power of Competence

Notes: Items and actions described by the word “must” are laid down in law – therefore they must be retained. Item 4 (s101) – this is typically £500 for a smaller Council.

Complete Items marked **XXX**

Delete as appropriate items marked **YYY**

1. General

These regulations govern how the council conducts its financial affairs. They set out how all financial matters are dealt with (with reference to Governance and Accountability). The Council must have an RFO. The RFO must administer the finances of the council according to proper practises. Financial Regulations must be approved by full council and must only be amended by full council.

These regulations were approved **25.9.2024** and will be updated in **2026** unless there are changes in local government law, or the Council’s financial activities change or professional qualified advice is received requiring that this is done sooner.

2. Accounting and Audit

2.1. The RFO must be responsible for maintaining the cash book, and should complete the year end receipts and payments accounts from the totals in the cash book.

2.2. Accounts should be presented showing a comparative previous year. The totals in the accounts are then transferred to the relevant sections of AGAR.

- 2.3. The Council may appoint a member to be an Internal Control Officer, to undertake regular inspections of the cash book, and other financial activities.
- 2.4. A suitably competent and independent person must be appointed by the Council as its Internal Auditor to undertake an annual review of the council's internal control systems and they must report their findings to the council. This appointment should be made at least three months ahead of the year-end and a quotation should be received for this work. The Internal Auditor must complete the relevant section of the AGAR (page 4). They must make a report to Council which must include any explanations for "No" boxes on page 4. This report must be considered by the Council, prior to signing off the AGAR. Any recommendations must be implemented or reasons why they are not, recorded in the minutes.
- 2.5. The Council must have an agenda item for consideration and approval of the AGAR. Firstly, they consider whether they can and wish to exempt themselves from External Audit, and if so agree and sign (clerk and chairman) the Certificate of Exemption, then they consider and complete the Annual Governance Statement the clerk and chairman sign to confirm and then agree the Accounting Statements, chairman to sign to confirm (this should have already been signed by the RFO). This must be done within statutory time limits, by 30 June.
- 2.6. The RFO must advertise Electors Rights, as required by law to include both the notice and supporting statement.
- 2.7. As an exempt Council, there is no obligation on a smaller Council to have an External Audit. There is a requirement to publish specified financial information, and the RFO must ensure that this is done (refer Transparency Regulations).
- 2.8. The Council must have an item on every agenda where the council's finances can be considered. Reporting on receipts and approval of payments should happen at every meeting with bank reconciliations (i.e. the cash book reconciled to the bank) and budget monitoring to be done at ~~every meeting~~/quarterly. This is part of Internal Control.

3. The Budget

The Budget must be constructed referring to the last completed year (both the budget and the actual, the present year (at a half year point), the predicted year-end figures and plans for the next two years. Reserve funds should be identified. The budget must be approved by the Council in time to submit the precept request to the District / Borough Council in **January (month)**. The RFO must report to Council at the half year point on actual spending against budget highlighting and explaining any significant variances. Significant is 20% over/under budget.

4. Authority to spend

Under LG Act 1972 s101, urgent expenditure of up to £500 may be authorised by the clerk, notwithstanding any budgetary provision. Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly. Any items of expenditure may be authorised by the Clerk provided it has been approved by Council and is included within the budget and an invoice has been received, supported by a quotation.

5. Banking

- 5.1. Monies received must be banked on a regular basis by the RFO. Handling cash should involve at least two people and must be banked intact.
- 5.2. The Council should record in the minutes any changes in the bank mandate. The Chairman should sign the end of year bank reconciliation and bank statement(s).
- 5.3. Direct debit or standing order payments may be permitted, with the approval of Council, for regular items such as utility bills, ICO fee or payroll, or to avoid interest charges being paid. Amounts so paid should be reported to council along with the normal payment schedule.
- 5.4. The RFO may move money between bank accounts without prior approval by the council.

6. Making Payments

- 6.1. Invoices for payment must be checked by the RFO and entered onto a schedule for approval by council. Quotations should be attached to invoices as part of the audit trail.
- 6.2. Payment authorisation
~~YYY Payments should be made by cheques signed by two authorised councillors.~~
or
YYY Where internet banking arrangements have been agreed, two named councillors will be authorised to approve transactions.
- 6.3. Card Payments
YYY The Council has no debit / credit card. Payments may need to be made by the RFO which require the use of a personal debit or credit card. Provided within budget and agreed by council, this may be done and the RFO refunded.
or
~~YYY The Council has a debit card for the use of the Clerk only. Payments can only be made if they have been agreed by Council and are within budget.~~

7. Salaries

The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC and are approved by council. Any change in salaries must be agreed by the Council. Expenses to be refunded to officers, must be supported by detailed invoices.

8. Loans, Balances and Investments

The Council has no loans, but if any were needed this would require full council approval. End of year balances must identify the Working Balance and Reserves held and their purpose.

9. Receipts

The RFO shall issue invoices promptly and the Council must have agreed collection arrangements, issuing a statement after 30 days. Irrecoverable amounts can only be written off by the Council, following a report from the RFO.

10. VAT

Claims and returns should be completed promptly by the RFO (at least annually).

11. Placing Orders

Before placing an order one ~~written~~ quotation is required for items costing up to £1,000. For items costing £1,000 - £5,000 two quotations should be obtained before committing to expenditure. For items costing £5,000 – £10,000 three written quotations should be obtained. Items between £10,000 and up to £25,000 should be detailed in a tender document. For items costing in excess of £25,000 see **Contracts** below.

12. ~~YYY~~ S137 Payments – Councils without GPC

The RFO should check that the council has the necessary power to incur the expenditure. S137 payments should be identified in a separate column of the cash book and be identified as such (and minuted) at the meeting at which they are approved.

13. Contracts

For capital projects and other contracts estimated to cost in excess of £25,000 the council's Standing Orders "Contracts and Procurement" must be followed. These must be detailed in full in Standing Orders.

14. Stores

The Council keeps no stores, other than miscellaneous items such as stationery.

15. Assets and Insurances

- 15.1. An asset register must be maintained by the RFO and reviewed annually by the Council.
- 15.2. The asset register must contain detail of the valuations of the assets i.e. cost price or replacement cost and the site of the asset. The total valuations figure is transferred to Box 9 of AGAR.

- 15.3. The Council may consider maintaining assets through an Earmarked Reserve.
- 15.4. Assets should be inspected annually and details should be recorded.
- 15.5. Surplus assets must be disposed of, with the approval of council, for the best possible price.
- 15.6. The Council has an insurance policy which is reviewed annually, and which must include Employers Liability and Fidelity Guarantee. Public Liability Insurance, while not mandatory, should be included in the policy. The Council should forward a copy of the asset register to their insurer and arrange appropriate cover.

16. Risk Management

The Council needs to be aware of the significant risks that it faces and decide how to manage them. The risks must be assessed and action taken to minimise the risk. This must be recorded in a Risk Management Document. The identified schedule of risks included in this document must be risk assessed using the Risk Matrix in G&A as well as identifying ways of minimising risk. Examples of this, include insurance, inspections and risk assessments. The RFO must be responsible for this document and the Council must review this annually.

Date Approved; 25/9/24

Date to be reviewed (at least every third year) 2026

Foulden Parish Council

Risk assessment and management (financial) for period 1 April 2024 to 31 March 2025

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full minute – RFO follow up	Diary
	Not paid by DC	L	Confirm receipt	Minute
	Adequacy of precept	H	Quarterly review of budget to actual. Precept set by Full Council	Meetings. Cllr overview.
Other Income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate controls are in place	Annual review of controls
	Cash banking	L	Cheque to bank statements. Regular bank reconciliations	Member to verify reconciliations
Grants	Claims procedure	M	Member check as required	Diary
	Receipt of grant when due	M	Clerk/RFO check as required	Diary
Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract	Internal Audit reviews. Payments declared at Meetings.
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations	Clerk/RFO to check via Government Gateway.
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Clerk/RFO
	Cheque payable is excessive or to wrong party	M	Amount on Schedule – Minuted – invoices circulated electronically. Payments loaded to internet, approved by 2 signatories. Bank retains authorisation history.	Clerk/RFO and Signatories.
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorize payment	Clerk
	Conditions agreed	L	Agree and document any reasonable conditions	RFO/ member check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	M	All items in cash book lists. VAT Claim processed annually.	RFO
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion

Reviewed at the Parish Council Meeting on 23rd May 2024.

Foulden Parish Council

Risk assessment and management (financial) for period 1 April 2024 to 31 March 2025

Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO – jpag guidance
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance – schedule taken to meeting.	Councillors
Staff	Loss of key personnel (Clerk/RFO)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.	RFO/clerk/member view
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declarations of interest to be documented/ minuted and any conflict addressed as appropriate	Diary
Data Protection	Breach of legislation	L	Clerk to update training whenever necessary. Information Audit to be kept up to date.	

Reviewed and adopted on: 25th September 2024

Note: Risk assessment must be reviewed and adopted by council/meeting/board/body annually during the financial year and before 31 March.

9.8 Donation Request PCC.

As you know, a small group of volunteers, alongside the Parochial Church Council, have embarked on a challenging project to keep our lovely Parish Church from falling into further disrepair.

Support for this by parishioners has been fantastic and together with acquiring grants from various charities, we have managed to finally commence work on the north porch renovation.

We are also looking at various other projects to help keep the church functioning, one of which is making the whole of the west wall safe and other smaller projects incorporating roof works.

I am sure you are aware that with lots of hard work, public assistance and gifting, we have also incorporated a "Garden of Reflection" on unconsecrated ground to the south of the churchyard. This has garden seating, pathways, trees and an abundance of floral displays which is now available for people to use and enjoy.

To enable us to continue with the various scheduled projects, we are asking if the Parish Council would donate £500 to enable us to ensure that the urgent roof works are completed as soon as possible in preparation for the winter months.

I look forward to hearing further from you and hope that this can be discussed and decided upon at the next Parish Council meeting.



CP TREE SERVICES

A sensible job for a sensible price

QUOTE

16TH June 2024

Tree work outstanding for Foulden Parish Council.

Cherry- adjacent to Ash, dismantle due to cavities - £350

Ash – major dead wood - £150

Sycamore – Pollard to previous points - £400

Ash – near Willow - £80

Oak – Adjacent to container - £250

Cherry - £100

Ivy sever trees - £10 per tree

Telephone: 01366 328879 Mobile: 07786343217

Email: chris-palmer@live.co.uk

Website: www.cp-treeservicesnorfolk.co.uk

Address: Palmers, East End, Gooderstone, Norfolk, PE33 9DB

13.2 Village Gates Signage.

There was a little chatter on Facebook page re the village gates. I understand the PC does not recognise or respond to FB messages albeit I think it's a valid point and thus wanted to raise it with the PC. Unfortunately I am unable to attend the next meeting but wondered if my request could be considered.

The gates look good but the current signage is both too low and a difficult read. Could perhaps a larger font size be considered? Is there any reason we couldn't have 'Foulden' on its own in larger font size at the top and perhaps the 'Please drive carefully' element in a board below it. I appreciate cost may prevent this but it seems a pity our village name is so small and almost lost within the gates themselves.

I look forwards to hearing from you.

cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/DN
Date: July 2024	Tel No.:	0344 800 8020
	Email:	ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2025/26. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6th December 2024. Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2025 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Continued .../

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school)
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is now live (click on [this link](#))

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your Local Member, frontages and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk. If you need further information on the bid process please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

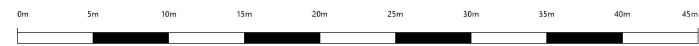
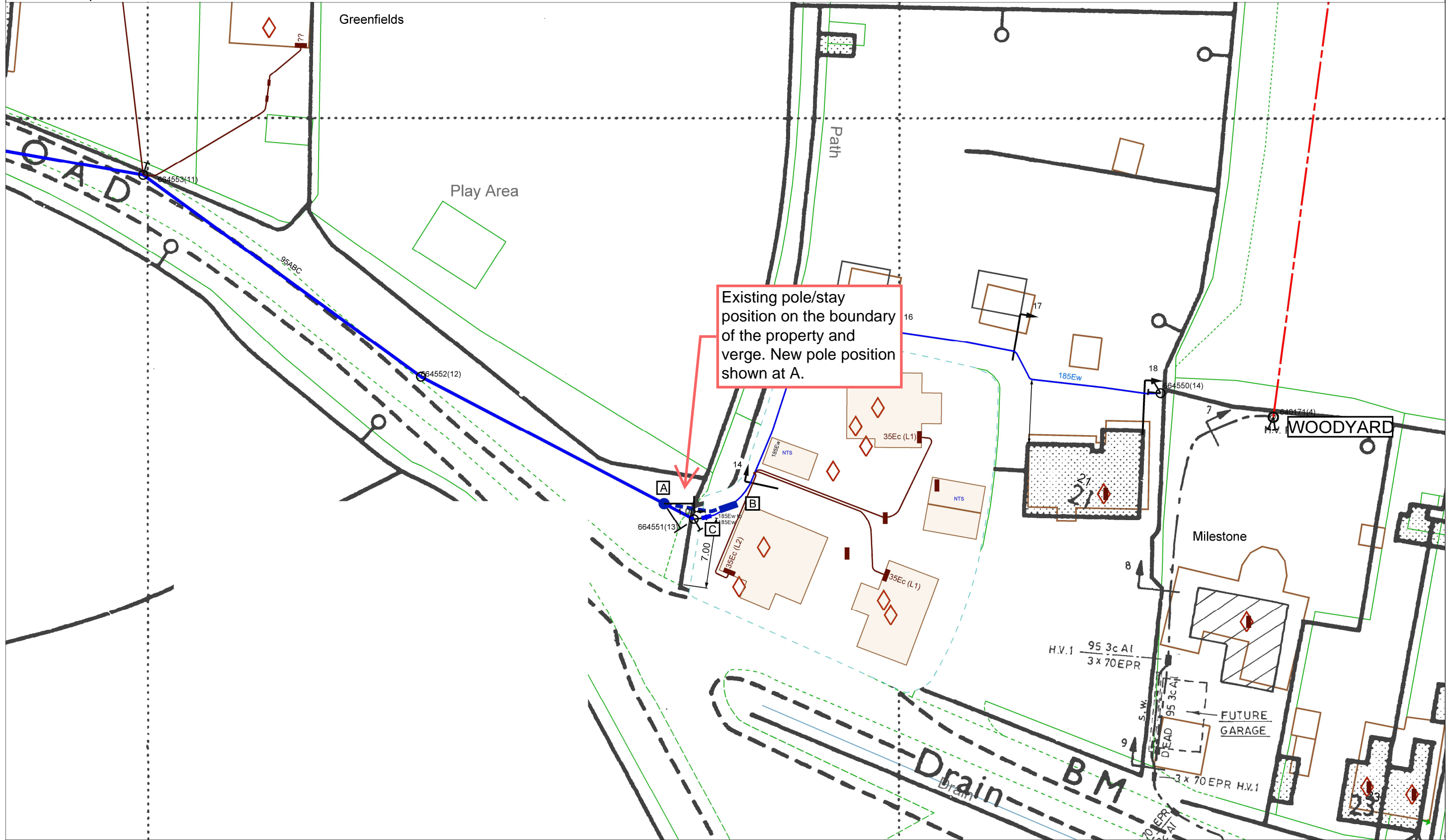
Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2025/26

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			



The quality and accuracy of any print will depend on your printer, your computer and its print settings. Measurements scaled from this plan may not match measurements between the same points on the ground.

- LV Cable
- HV Cable
- EHV Cables
- Duct
- Pole & Street Furniture
- Substation & Link Box

1. The position of the apparatus shown on this drawing is believed to be correct but the original landmarks may have been altered since the apparatus was installed.
2. The exact position of the apparatus should be verified - use approved cable avoidance tools prior to excavation using suitable hand tools.
3. It is essential that trial holes are carefully made avoiding the use of mechanical tools or picks until the exact location of all cables have been determined.
4. It must be assumed that there is a service cable into each property, lamp column and street sign, etc.
5. All cables must be treated as being live unless proved otherwise by UK Power Networks.
6. The information provided must be given to all people working near UK Power Networks' plant & equipment. Do not use plans more than 3 months after the issue date for excavation purposes.
7. Please be aware that electric cables/lines belonging to other owners of licensed electricity distribution systems may be present and it is your responsibility to identify their location.

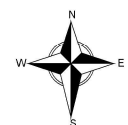
1. UK Power Networks does not warrant that the information provided to you is correct. You rely upon it at your own risk.
2. UK Power Networks does not exclude or limit its liability if it causes the death of any person or causes personal injury to a person where such death or personal injury is caused by its negligence.
3. Subject to paragraph 2 UK Power Networks has no liability to you in contract, in tort (including negligence), for breach of statutory duty or otherwise for any loss, damage, cost, claims, demands, or expenses that you or any third party may suffer or incur as a result of using the information provided whether for physical damage to property or for any economic loss (including without limitation loss of profit, loss of opportunity, loss of savings, loss of goodwill, loss of business, loss of use) or any special or consequential loss or damage whatsoever.
4. This plan has been provided to you on the basis of the terms of use set out in the covering letter that accompanies this plan. If you do not accept and/or do not understand the terms of use set out in the covering letter you must not use the plan and you must return it to the sender of the letter.
5. You are responsible for the security of the information provided to you. It must not be given, sold or made available upon payment of a fee to a third party.

Grid Ref : TL7699SE

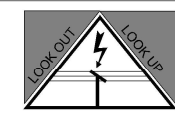
Scale 1:500
(When Plotted at A3)

Plotted on : 02/04/2024

Plotted by: Daniel Cooper



IF IN DOUBT - ASK! PHONE 0800 056 5866
EMERGENCY - If you damage a cable or line
Phone 105 (24hrs) URGENTLY



ALWAYS LOOK UP BEFORE
YOU START WORK
Refer to HSE Guidance note GS6


Maps produced at 1:2500 scale are LV Geo-Schematics which show LV mains cables and overhead lines (in some cases all voltages). Prior to carrying out excavations you must refer to the 1:500 records to determine the location of all known underground plant and equipment.

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 1 ITEM(S) - £918.00 ▾



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Product	Price	Quantity	Subtotal
 <p>Oak H75 X W120cm Dual Door</p>	£918.00	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	£918.00 ✕

Calculate shipping

▾

Basket totals

Subtotal £918.00

Shipping
 Delivery - Zone 1: £48.00
 Collect from our Surrey

IP26 5AH

[UPDATE TOTALS](#)

	Warehouse - RH1
	5GJ
	Shipping to
	foulden, norfolk,
	IP26 5AH.
VAT	£193.20
Total	£1,159.20
UPDATE BASKET	
PROCEED TO CHECKOUT	

CONTACT

Earth Anchors Ltd
 Unit 3, The IO Centre,
 Salbrook Road
 Industrial Estate,
 Salfords, Surrey, RH1
 5GJ
 TEL: 020 8684 9601
 info@earth-
 anchors.com

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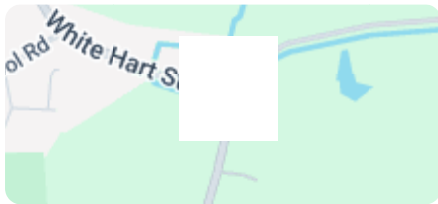
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Google Maps 17 White Hart St



Image capture: Apr 2023 © 2024 Google



14 Buckingham Palace Road
London SW1W 0QP
Telephone: 0300 123 0764
Email: info@warmemorials.org
Website: www.warmemorials.org

Patron: HRH The Duchess of Cornwall
President: The Rt. Hon Lord Cope of Berkeley
Chairman: Peter McCormick OBE
Registered Charity No: 1062255



War Memorials Trust

Mr Stephen Parker, Chair
Foulton Parish Council
Church Farm, Hythe Road
Foulton
Thetford IP26 5AH

Our ref: WMO/182774/2 (WM1416/2)

Telephone: 07419 134 243

Email: grants@warmemorials.org

21st June 2022

Dear Mr Parker

Thank you for returning the Completion Report for War Memorials Trust Grants Scheme grant to assist works to Foulton war memorial. War Memorials Trust has assessed the material submitted and authorised the sum of £4,430 to be paid by Bacs transfer to your nominated bank account.

Accompanying this letter is a document outlining some of the next steps you should take to ensure the long-term preservation of your war memorial and make certain you fulfil all the requirements of your Grant Contract. Please note the Contract requirements do not end here as you are required to maintain the war memorial – failure to do so could lead to War Memorials Trust seeking to reclaim the grant funding. War Memorials Trust will aim to visit the memorial in the next few years to assess the ongoing maintenance being undertaken – this may be undertaken by staff or one of our Regional Volunteers and is unlikely to be arranged in advance.

Also enclosed is a Receipt of payment and freepost envelope. Please return the receipt to War Memorials Trust to confirm you have received the grant funding. You may return this either as an electronic scan or by post to Conservation Team, War Memorials Trust, 14 Buckingham Palace Road, London SW1W 0QP.

I hope the details within this letter are clear but should you need any further information or assistance please contact me on 07419 134 243 or grants@warmemorials.org.

Yours sincerely

Andrew

Andrew McMaster
Conservation Officer