

A MEETING OF FOULDEN PARISH COUNCIL

will be held on Wednesday 4th December 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
29th November 2024

AGENDA

1. **Apologies and consideration of acceptance for absence.**
2. **To consider any applications for co-option.**
The Council has one remaining vacancy.
3. **Members declarations of interest and requests for dispensations.**
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 roleIn 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.
4. **Minutes.**
To receive and agree minutes from Full Council Meeting held on 25th September 2024.

5 Public Forum

- 5.1 To receive comments from members of the public on matters on the agenda.
- 5.2 County Councillor Fabian Eagle.
- 5.3 District Councillor Ian Sherwood.

6 Updates on matters not on the agenda.

- No decisions may be taken under this item.
- 6.1 Village Gate issues. To receive any update. Cllr S McMahan.
 - 6.2 Unity interest bearing account opening.
 - 6.3 Flooding on road leading to Beckett End – Highways have raised a ‘Jetting’ job for the pipework in this area – and will visit following the work to check situation.
 - 6.4 Tree works – outstanding tree works have been instructed by Parish Council.
 - 6.5 Speeding agricultural vehicles – this has been reported to the local policing

team.

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 .
- 7.2 To receive notification of any decisions from Breckland District Council.
 - 7.2.1 .
- 7.3 To note that Breckland District Council have paused the development of the new Local Plan due to the changes at National Planning. Previously circulated.

8 Administrative Matters

- 8.1 Emergency/Resilience Plan. To receive an update on progress.
- 8.2 To consider and agree a draft village questionnaire to inform priorities for Council.
- 8.3 Parish/Business Plan. To follow results of questionnaire.
- 8.4 To receive update regarding website compliance (currently 91%) and consider quotation from Norfolk ALC.
- 8.5 To consider the purchase of a new laptop. To agree a budget figure.
- 8.6 To receive and agree information audit.
- 8.7 To consider the purchase of a two drawer filing cabinet. Budget figure £80.00.

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 31.10.2024 is £13,558.45.
- 9.3 To receive review budget to date.
- 9.4 To review and agree earmarked reserves.
- 9.5 To agree precept for 2025/26. To consider donation of £250 towards church grass cutting for 2025.
- 9.6 Update on Internal Audit actions:
 - 9.4.1 Asset register to review agree. To show both acquisition value and insurance value. To be forwarded to insurance company when completed and reviewed against insured value. To be uploaded to website.
- 9.7 To consider quotations and appoint internal auditor.
- 9.8 To agree grass cutting specification for 2025/26.
- 9.9 To receive confirmation that the recycling credits can be transferred to the Village Hall should Council wish.

10 Village Matters.

- 10.1 Community Payback attendance. Update. Cllr J Green.
- 10.2 To note the bin by the Village Sign in Foulden is emptied at no cost to the Parish Council by Breckland District Council. They empty bins Free of charge that are approved by Norfolk County Council and installed on Norfolk County Council land.

11. Highways Matters

- 11.1 To note that no projects have been submitted to the clerk for 50/50 funding within the 2025/26 budget.
- 11.2 To nominate a Councillor to represent the Parish Council on the Parochial Charity.

12. Correspondence.

- 12.1 War Memorial Trust – to receive response regarding ongoing responsibility for the War Memorial following the grant agreement.
- 12.2 To note Norfolk Minerals Waste Local Plan consultation and consider any response. Previously Circulated.
- 12.3 To receive response from Breckland District Council Standards with regard to declaring a Trusteeship of a village charity.
- 12.4 To note a complaint regarding tractors with unbraked trailers moving Sugar Bett on the Foulden Road have caused damage to banks and verges. It appears they were exceeding the 20mph speed restriction. To note the clerk has reported this to highways. To consider any further action.

13. 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. Ongoing.

14. 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 note and agree future meeting dates;

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

Annual Parish Council Meeting May 29th 2025 at 6pm

Parish Council Meeting September 4th 2025 6pm

MINUTES OF A MEETING OF FOULDEN PARISH COUNCIL

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

Present: Cllrs C Balding, J Green, S McMahon, S Parker (chair) S Pye.

Clerk: Mrs Sarah Hunt

13 members of the public were in attendance.

1. Apologies and consideration of acceptance for absence.

Cllr B Parnham – health.

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

None.

3. Minutes.

The minutes from the Full Council Meeting held on 12th June 2024 were received by the meeting, AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr S McMahon, seconded Cllr S Pye.

4. Public Forum

The Heritage Team are raising funds for necessary church repairs. Local donations have been received and grant applications submitted.

5. To receive any reports:

5.1 County Councillor Fabian Eagle. (taken out of order). A new Highways Engineer has been appointed for the area. The devolution deal will no longer be proceeding given the change in National Government. A budgetary review is in hand. Cllr Eagle continues to support local rural businesses.

5.2 District Councillor Ian Sherwood. Not present.

6. Updates on matters not on the agenda.

6.1 Village Gate Installation. See item 13.2.

6.2 Unity interest bearing account opening. Form completed for submission.

6.3 Flooding on road leading to Beckett End – Highways have confirmed that ditch cleansing took place in June, but further work may still be required. The issue will be investigated and programmed if necessary.

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 NOTED 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 NOTED that Breckland District Council are transitioning to IDOX computer

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Telephone: 07587275910

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. It was RESOLVED that the Chair/Clerk complete the basic Community Emergency Plan. Next Meeting.
- 8.2 The meeting considered a village questionnaire to inform priorities for Council. Clerk/Chair/Cllr S Pye to draft suggested questions. Next Meeting. It was NOTED that many issues raised in the 2021 survey have been addressed. Foulden Common Access – signage to be placed on noticeboards when livestock is present by the landowner once new boards are erected.
- 8.3 Parish/Business Plan. To be considered once questionnaire outcome known.
- 8.4 It was AGREED to adopt Standing Orders as presented. PROPOSED Cllr Pye, seconded Cllr Balding.

9. Finance and Governance

- 9.1 It was RESOLVED to approve the payments detailed as Annex A income was NOTED. PROPOSED Cllr S McMahon, seconded Cllr S Pye.
- 9.2 Up to date bank reconciliation RECEIVED. Balance as at 31.8.2024 was £9,015.45.
- 9.3 RECEIVED budget to date. Forecast to next meeting with Budget for 2025/26.
- 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 The Internal Control Statement was AGREED as presented. PROPOSED Cllr McMahon, seconded Cllr Green.
 - 9.4.3 The Financial Regulations were AGREED as presented. PROPOSED Cllr McMahon, seconded Cllr Green.
 - 9.4.4 The Risk Assessment was AGREED as presented. PROPOSED Cllr McMahon, seconded Cllr Green.
 - 9.4.6 VAT Claim missing – Jan-March 2023. No payments have VAT. COMPLETED.
- 9.5 The meeting received 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 NOTED that Di Dann is not undertaking remote audits for 2024/25. Quotes to be obtained and brought to next meeting.
- 9.7 NOTED that 'Notification of Exempt Status' has been received from PKF Littlejohn dated 3rd August 2024.
- 9.8 The meeting considered a request for a donation of £500 from the Parochial

- Church Council for roof repairs. It was NOTED that there was no provision for this in the budget. The PCC was advised to approach the parochial charity. Clerk to forward any funding opportunities received by the Council.
- 9.9 The meeting considered a request for a donation of £250.00 for the 2025 grass cutting of the churchyard from the Parochial Church Council. To be considered when setting 2025/26 budget. Next meeting.
- 9.10 Installation of a replacement litter bin on the recreation ground and professional emptying. Anticipated cost around £300 plus fitting (Glasdon). Breckland quotation for emptying of the bin– £251.77/year. To go to Recreation Ground Charity agenda.
- 9.11 The grass cutting specification for 2025/26 to remain as is, with the costings broken down between areas. Quotes to next meeting.

10 Tree Works

The meeting RECEIVED the necessary work that remains outstanding and quotation. The Clerk was asked to ascertain the location of the trees on the quotation and delegated to approve the works once Councillors had been consulted and agreed.

11. Village Matters.

- 11.1 Community Payback attendance. Cllr J Green met with the supervisor. Councillors to forward any necessary works to Joseph for inclusion in the work schedule.
- 11.2 NOTED that the 80th VE Celebrations will take place in May 2025. It was confirmed this is something that the Village Hall will be looking to mark on behalf of the village. To be brought back to Council by Trustees in due course.
- 11.3 NOTED that a wreath has been ordered for Remembrance Day. Cllr S Parker to represent the Council at the service.

12. Village Hall Charity Number 5216623.

- 12.1 Confirmation RECEIVED 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 NOTED that £785.39 was received from the insurance company following the removal of the Village Hall from the Parish Council schedule (20.6.24). It was RESOLVED to donate this to the Village Hall for the first years insurance costs.
- 12.3 The meeting considered donating £309.15 recycling money received to the village hall. The Clerk was asked to include a 50% donation within the 2025/26 budget. Next meeting.

13. Highways Matters

- 13.1 Complaints were received regarding speeding agricultural vehicles (tractors) on Foulden Road/North South directions. To be reported to local policing team.
- 13.2 Village Gates. These are now installed – complaints have been received by the Parish Council concerning the signage. Cllr S McMahon to follow up with Highways. Possibility of membrane to be installed at bottom of gates to be investigated. Snagging list to be produced. Next Meeting.
- 13.3 NOTED 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 NOTED the invitation to apply for 50/50 funding from Norfolk County Council for

the 2025/26 financial year. Clerk/Councillors to ascertain local appetite for a bus shelter install. Councillors to let Clerk know of any suggested projects for inclusion in budget at next meeting.

- 13.5 A request was received regarding moving an Electricity Overhead line confirmed this land is not in Parish Council ownership

14. Damage to War Memorial.

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

14.2 The works are being completed by the contractors under the supervision of the Parochial Church Council. There has been some discussion over liability for the Council following their repair work – the Clerk is seeking clarification from the War Memorial Trust. Next meeting.

15. Noticeboards.

Replacement. It was DELEGATED to Cllr Green and Cllr Pye alongside the Clerk to organize first replacement. Top of White Street to be first to be replaced. 3 noticeboards, glass fronted, not lockable, 8 pages needed in total.

16. Public Forum

The Council was asked whether Trustees of the Village Hall needed to declare an interest. The clerk confirmed that advice was being awaited from the Monitoring Officer and this would be available to Councillors moving forward.

The Council was asked when the swing would be replaced on the recreation ground. It was confirmed this had been made safe, and that the matter rested with the recreation ground charity who had no income.

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

The meeting closed at 7.45pm.

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			



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

Foulden Village Questionnaire 2024

Parish Council

Do you attend meetings of the Parish Council?

regularly/occasionally/seldom/never/unaware public could attend.

Do you know how to contact your Parish Council?

Yes/no/unsure

Do you know who any of your Parish Councillors are?

Yes/no/unsure

Are you interested in what the Parish Council does?

Yes / no

How do you find out about Parish Council meetings?

On the Foulden website

On the notice boards

Word of mouth

Foulden Tweets

I don't as I am not interested

Village Hall

Do you use the Village Hall? Regularly/occasionally/seldom/never/unaware

Do you know that you can book the Village Hall for your own private events or clubs yes / no

Do you know who to contact if you wanted to book the hall? Yes/No/unsure

How satisfied are you with the condition of the hall? V satisfied/satisfied/neither/dissatisfied/v. dissatisfied

How likely are you to attend free events? V likely/likely/neither/unlikely/v. unlikely

How aware are you of regular events? v. aware/aware/neither/unaware/v. unaware.

How aware are you of fund raising events? v. aware/aware/neither/unaware/v. unaware.

How aware are you of the Social Bar events ? v. aware/aware/neither/unaware/v. unaware.

Recreation Ground

Do you use the recreation ground? Regularly/occasionally/seldom/never/unaware.

How satisfied are you with the equipment? v. satisfied/satisfied/neutral/dissatisfied/dissatisfied

What extra equipment would you like to see at the Recreation Ground ?

How satisfied are you with the seating? v. satisfied/satisfied/neutral/dissatisfied/dissatisfied

Would you get involved in any organised activities? Adult football/children/s football/pétanque/fitness/rounders

v. likely/likely/neutral/unlikely/v. unlikely

If there was an annual village fete on the recreation ground how likely would you be to :

Want to have a stand at the fete: v. likely/likely/neutral/unlikely/v. unlikely

Come and visit the fete: v. likely/likely/neutral/unlikely/v. unlikely

What would you like to see take place on the recreation ground ?

All saints Church

Do you attend all Saints Church? v. regularly/regularly/seldom/never/unaware

Do you feel the Parish Council should support the Church financially where it is allowed to, eg helping with grass cutting costs s.agree/agree/neutral/disagree/s. disagree

Foulden Parochial Charity

Are you aware of the Foulden Parochial Charity? Yes/no/unsure

Do you know how to contact the Parochial Charity? Yes/no/unsure

Do you know what the Parochial charity is for? Yes / no/ unsure

How important is it that the Parish Council support and promote the Foulden Parochial Charity?

v. important/important/neutral/unimportant/v. unimportant

Foulden Common

How aware are you of Foulden Common and its special scientific interest?

v.aware/aware/neutral/unaware/v. unaware.

How important is it that the Parish Council support and promote Foulden Common?

v. important/important/unimportant/v. unimportant.

How often do you walk on the Common

At least : weekly, monthly, annually, never.

Defibrillator

Do you know there is a village Defibrillator kept outside the Village Hall? Yes / No

Traffic control

Do you think the SAM2 cameras at the entrances to Foulde help control traffic speed yes / no

Does more need to be done to control traffic speeds yes / no

If yes, Where do you see traffic speeding to be a problem in Foulde

Amenities

1. Are there enough litter bins/dog poo bins? Yes/no unsure
2. Is there sufficient street lighting? Yes/no unsure
3. Are there enough notice boards? Yes/no/ unsure

Communication:

To find out information about what is going on in Foulde do you use:

- a. Foulde Website yes / no
- b. Foulde Facebook yes /no
- c. Foulde Noticeboards yes / no
- d. Foulde Tweets. Yes / no

What other information would you like to see posted on these?

Recycling Facilities

Do you use the recycling facilities at the Village Hall?

Regularly/occasionally/seldom/never/unaware

Do you think the proceeds from the village recycling should go to;

Helping with the parish precept, helping with improvements in the recreation ground facilities, supporting the village hall, supporting the Foulde parochial charity?

Other Amenities

What other amenities would be a benefit to Foulde

School bus shelter ? Mobile Library? Mobile Post Office? Any other suggestions ?

Public Transport

1. Do you need Public transport to get to shops etc Yes / no
2. Do you use Flexibus Yes / no

Should more be done regarding:

Surface and foul water drainage? Dog Fouling? Pavements and Footpaths? Hedges Verges and ditches?

Any other areas you would like to see the Parish Council address:

Organised Activities

Would you be willing to volunteer to on a one to one basis? Yes/no/unsure

Would you use a service that enabled one to one help? Yes/no/unsure

Would you volunteer at the recreation ground or village hall events? Yes/no/unsure

Would you volunteer for an annual event, litter pick, or village upkeep? Yes/no/unsure

Is there anything you would like to feedback that hasn't been asked on this form?

8.4 website

Hi Sarah,

Thanks for your email. I am unable to do a full accessibility review on the site as this involves a lot of work, for which we normally charge £60 and provide an updated accessibility statement. However, if you did move to our website platform you would immediately remove two of the non compliances (text reflow and line height). Please note this would not resolve the issues identified with documents (nor would any other website platform) so the site would remain partially compliant. Note we do not offer forms (such as your contact us) due to accessibility compliance issues.

Please note Foulden are not currently members of Norfolk ALC so non member pricing is as follows, based on current rates:

Norfolk Parishes website - £105 per year

Managed service to copy existing content from your old site to the new one – £210

To join Norfolk ALC for the remainder of the year (to April 25) would be £65.14, you then qualify the below members pricing:

Norfolk Parishes website - £70 per year

Managed service to copy existing content from your old site to the new one – £140

You'd also then be able to use our gov.uk service and have email addresses for you and all councillors. Pricing is above but with the addition of the domain registration fee which is normally £112+vat for two years, but we currently have funding of £100+VAT available on a first come first served basis reducing this cost to £12+vat. Currently the funding is estimated to be used up by Jan/Feb 2025 and government have announced it will not be repeated.

With either option you also have the advantage of having someone being able to manage and support the site, if clerk or councillors change we can always access it and support the replacements. Plus we invoice you rather having you use credit cards etc and reclaim the expenses.

If you have any further questions please do let me know.

Thanks,

Kevin

Foulden Parish Council Data Audit

Person completing the Data Audit: Sarah Hunt
Role: Clerk
Date: 1 st December 2024

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals , is a further impact assessment needed?
Supplier Information and bank details	Supplier	No	No	To enable payment	Contractual necessity	Detailed on invoices.	Invoices issued to councillors with payment request.	Unity Bank to enable payment.. Councillors to verify payment. Auditor with invoices.	Only shared with bank	No
Employee bank details	Employee	No	No	To enable payment	Contractual necessity	Saved on bank account with unity only. Council does not retain information.	No.	Unity Bank to enable payment	Only shared with bank	No
Employee details	Employee	Yes	No - consent is not an appropriate legal basis to process personal data for staff	Necessary for administration as employer	Legal Obligation - comply with employment & equality law/report to HMRC	Kept securely by Clerk and not shared.	No	Payroll & Pension Providers and HMRC	Not shared externally or with councillors.	No
Councillors names, add & contact details	Individual Councillors	No	Forms completed by all councillors giving permission for disclosure of any personal contact information	Communication	Legal Obligation To allow communication.	Whilst councillor is in post	Yes - annually	As agreed with councillor.	n/a	No

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals, is a further impact assessment needed?
Contact details of residents	Incoming communications	No	No	To keep record if relevant – can be shared with councillors or outside agencies.	discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant	No	Councillors or outside agencies if necessary.	n/a	n/a
Contact details of External agency contacts	Incoming and outgoing communication	No	No	To undertake the work of the Council	Discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant.	No	No	n/a	n/a
Electorol Roll	District Council	No	No	The purpose of parish council administration. eg, facilitating co-options (checking candidates are on the electoral roll),			n/a	No	n/a	n/a
Volunteers	Volunteer	No	No	Communication	Public Interest	until volunteer leaves	No	No	n/a	n/a
* e.g. racial or ethnic origin, political opinions, sexual orientation, religious beliefs, trade union membership, physical or mental health or condition, sexual life or orientation, genetic data and biometric data										

Annex A - December 2024

		Net	VAT	Gross
Sarah Hunt	November Salary incl. Homeworking	£1,337.91		£1,337.91 includes pay agreement + Tax refund
Sarah Hunt	December Salary incl. Homeworking	£431.60		£431.60
Sarah Hunt	January Salary incl. Homeworking	£431.60		£431.60
HMRC	November	-£783.80		-£783.80 To be reclaimed.
HMRC	December	£0.00		£0.00
HMRC	January	£0.00		£0.00
e.on	Streetlight electricity	tbc		£0.00
Cozens	Streetlighting maintenance contract	£37.00	£7.40	£44.40
G Fendick	September grass cutting	£130.00	£26.00	£156.00 Recreation Ground £90, V Hall £40
Royal British Legion	Poppy Wreath	£20.00		£20.00
Sarah Hunt	SLCC Membership contribution	£41.04		£41.04
Sarah Hunt	Community Action Norfolk Membership	£50.00		£50.00
TOTAL		£1,454.31	£7.40	£1,728.75
Income				
Breckland District Co.	Precept (2nd Instalment)	£4,561.00		£4,561.00
				£4,561.00

**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 31/3/24	£	10,848.03	
Add: Receipts	£	10,612.59	
Less Payments	£	10,969.20	
	£	10,491.42	
Less uncashed payments			
Cash Book total (A)		<hr/>	£ 10,491.42
Balance per Unity *126 bank statement as at 31.10.24			£ 10,491.42
Balance per Unity *502 bank statement as at 31.10.24			£ -
Total Bank Statement (B)			<hr/>
balancing figure:			<hr/> <hr/> £ 10,491.42
			£ -

FOULDEN Parish Council
Accounts for year ending 31st March 2025

	2024/5	Budget 2024/5	2023/24	
Income				
Bank Interest	£ -		£ 1.47	
Donations	£ -			
Grants	£ -			HMRC Refund due £783.80
Insurance	£ 785.39			v hall refund
Misc	£ -		£ 148.40	
Precept	£ 9,122.00	£9,122.00	£ 9,064.50	50% received
Recycling	£ 309.15	£300.00	£ 266.47	
VAT	£ 396.05		£ 3,761.00	
Total	£ 10,612.59	£ 9,422.00	£ 13,241.84	
Expenditure				
Clerk Salary	£ 3,639.94	£5,500.00	£ 5,529.11	5 months outstanding - £2,934.31
PAYE	£ 909.20	£1,000.00		5 months outstanding - refund due
Pension	£ -	£0.00		
Audit	£ 45.00	£100.00	£ 280.00	£45.00 final
Bank Charges	£ 41.40	£84.00	£ 72.00	
Communications	£ 40.00	£0.00		Phone top ups
Contingency	£ -	£0.00		
Data Protection	£ 35.00	£35.00		
Defibrillator	£ -	£120.00		
Elections	£ -			
Grass Cutting	£ -			
Grass Cutting Church	£ 250.00			
Grounds Maint (trees)	£ -		£ 2,592.00	
Insurance	£ 1,288.56	£1,300.00	£ 1,134.64	see refund
Information Tech.	£ 209.15	£65.00	£ 100.74	
Legal / Consultancy	£ 350.00			
Membership	£ 35.00	£95.00	£ 90.65	
Miscellaneous	£ -			
Office / Admin	£ 368.62	£250.00	£ 737.86	
Recreation Field	£ 970.00	£1,500.00		
S137	£ 250.00	£180.00	£ 170.00	
Streetlights Electricity	£ 544.94	£320.00	£ 370.38	
Streetlights Maintenance	£ 73.60	£130.00	£ 74.00	
Training	£ -	£350.00		
Village Hall	£ 1,505.39	£500.00		
Village Maintenance	£ -			
War Memorial	£ -			
Website	£ -	£130.00		
White Gates	£ -		£ 2,091.93	
VAT	£ 413.40		£ 396.05	see income
Total	£ 10,969.20	£ 11,659.00	£ 13,639.36	

9.4 Earmarked Reserves 2024-25

Elections	£1,100.00
Projects	£1,500.00

TOTAL	£2,600.00
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BUDGET 2025/26						
Cost Code	Details	2024/25			2025/26	
		Budgeted	Actual to end oct	Estimated to 31.03.2025	Suggested Precept	
	EXPENDITURE					
	Salaries					
	Parish Clerk	5,500.00	3,639.94	6,574.25	5,280.00	
	PAYE / NI	1,000.00	909.20	200.00	220.00	24/25 costed to include refund
	Pension	-	0.00			
	Sub Total	6,500.00	4,549.14	6,774.25	5,500.00	
	Other Payments					
	Audit	100.00	45.00	45.00	125.00	
	Bank Charges	84.00	41.40	84.00	84.00	
	Communications	-	40.00	60.00	60.00	
	Contingency	-	-	-	400.00	
	Data Protection	35.00	35.00	35.00	35.00	
	Defibrillator	120.00	-	-	120.00	
	Elections	-	-	-	-	
	Grass Cutting	-	-	-	1,810.00	v hall and rec.
	grass cutting church	-	250.00	250.00	250.00	
	Grounds maint (trees)	-	-	1,200.00	-	
	Insurance	1,300.00	1,288.56	1,400.00	650.00	
	Information Tech	65.00	209.15	750.00	250.00	New computer in 24/25 value £500.00
	Legal/Consultancy	-	350.00	-	200.00	
	Membership	95.00	35.00	85.00	100.00	
	miscellaneous	-	-	-	-	
	Office/Admin	250.00	368.62	550.00	550.00	
	Recreation Field	1,500.00	970.00	1,200.00	500.00	Bin emptying? Materials?
	S137	180.00	250.00	200.00	250.00	
	Streelights Electricity	320.00	544.94	844.94	900.00	
	Streetlights Maint.	130.00	73.60	148.00	148.00	
	Training	350.00	-	100.00	150.00	Assuming very little training.
	Village Hall	500.00	1,505.39	1,505.39	-	
	Village Maintenance	-	-	-	400.00	
	War Memorial	-	-	-	-	
	Website	130.00	-	-	130.00	
	White Gates	-	-	-	-	
	VAT	-	413.40	550.00	-	
	Sub Total	5,159.00	6,420.06	9,007.33	7,112.00	
	TOTAL EXPENDITURE	11,659.00	10,969.20	15,781.58	12,612.00	
	INCOME					
	Bank Interest	-	-	20.00	50.00	
	Grants	-	-	-	-	
	Insurance	-	785.39	785.39	-	
	Miscellaneous	-	£ -	-	-	
	Precept	9,122.00	£ 9,122.00	9,122.00	-	
	Recycling	300.00	£ 309.15	309.15	300.00	
	VAT	-	£ 396.05	396.05	550.00	
	Sub Total	9,422.00	10,612.59	10,632.59	900.00	
	TOTAL INCOME	9,422.00	10,612.59	10,632.59	900.00	
	SHORTFALL GRANT					
	PRECEPT				11,712.00	Auto calculated - expenditure minus income
	TOTAL INCOME	9,422.00	10,612.59	10,632.59	12,612.00	
	EXCESS / LOSS	- 2,237.00	- 356.61	- 5,148.99	-	
	Inc/Dec on Council Tax Bill					
	Tax Base	159.30			158.90	monthly increase £1.37
	Band D	£57.26			£73.71	Precept divided by tax base

End of year Calculations 2024/25 to inform precept

Balance as at 31.10.24	£10,491.42
Anticipated additional income	£20.00
Anticipated additional spend	£4,812.38
Anticipated end of year	£5,699.04
Minus earmarked reserves	£2,600.00
General fund at 31.3.25	£3,099.04

Council should hold around 6 months work of BUDGETED expenditure
You are a little on the light side - to add to general fund you would INCREASE the balancing precept figure. To use some of the general fund decrease your held funds you would REDUCE the balancing precept.

If you wish to add anything to the earmarked reserves that would also have to be added to the precept to INCREASE the figure.

FOULDEN PARISH COUNCIL - ASSET REGISTER 2024/5

Item	Location	Date Acquired	Purchase Price	Replacement Cost	est. value/nominal cost	Insurance Value	Notes
Foulden Parish							
1 Public Seat	Near School Road and White Hart St. jnc.	Unknown			£1.00	£600.00	
19 Street Lights	9007 School Road opp no. 28 (the dip) wooden post mounted - 18 led lamp			£2,000.00	£1.00	£2,500.00	
	9008 School Road near no. 46 wooden post mounted - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9009 School Road outside no. 60 wooden post mounted - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9013 School Road outside no. 7 wooden post mounted - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9014 School Road outside No. 80 wooden post mounted - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9015 School Road junc. Hythe Road wooden post mounted - 27 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9018? School Road outside the flats galvanised post - 18 led lamp	2018		£2,000.00	£1.00	£2,500.00	
	9019? School Road near Walnut Cl. f/path galvanised post - 18 led lamp	01/09/2019		£2,385.00	£1.00	£2,500.00	
	9010 Vicarage Road outside Rec Ground wooden post mounted - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9011 Vicarage Road opp. No. 15 wooden post mounted - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9012 Vicarage Road outside no. 5 wooden post mounted - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9005 Walnut Close outside no. 21 concrete post - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9006 Walnut Close outside no. 26 concrete post - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9017 Walnut Close outside no. 14 galvanised post - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9016 Hythe Road outside farm houses	Unknown		£2,000.00	£1.00	£2,500.00	
	9001 White Hart Street outside Trevanna wooden post mounted - 18 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	
	9002 White Hart Street junc. School Road wooden post mounted - 27 led lamp	Unknown		£2,000.00	£1.00	£2,500.00	

	9004 Uptons Way opp. No.2 concrete post - 18 led lamp	Unknown	£2,000.00	£1.00	£2,500.00	
	9003 Tallon End opp. Elm Tree Lodge wooden post mounted - 18 led lamp	Unknown	£2,000.00	£1.00	£2,500.00	
2 Village Signs	Entrance to Village on Didlington Road	Unknown		£1.00	£4,000.00	
	Entrance to Village on Oxborough Road	Unknown		£1.00	£4,000.00	
4 Notice Boards	Next to recycle centre (VH)	Unknown		£1.00	£750.00	
	LH side of VH car park entrance	Unknown		£1.00	£750.00	
	School Road 'dip'	Unknown		£1.00	£750.00	
	Green at Junction of White Hart Street & Hillborough Rd.	01/06/2020	£201.00		£750.00	
2 Dog Waste Bins	Near recycle centre/ Village Hall	Unknown		£1.00	£180.00	
	School Road 'dip'	Unknown		£1.00	£180.00	
2 Litter/Dog Waste Bins	Junction White Hart St & Hillborough Road	04/04/2018	£217.29	£217.29	£350.00	Glasdon UK Ltd
	Junction White Hart St & Becketts End	04/04/2018	£0.00	£0.00	£350.00	
Laptop	Parish Clerk	25/05/2018	£316.65	£316.65	£550.00	PC World
Defibulator	On ext wall next to VH entrance doors	13/03/2019	£1,999.00	£1,999.00	£2,500.00	
SAM2	Outside no.40 school road outside Woodcroft, White Hart Street opp. White Hart Strret	01/10/2020	£3,428.00		£3,700.00	

Sub total £3,629.00 £40,917.94 £2,559.94 £66,910.00

Recreation Ground - YBARJQU7

Land approx. 2 acres	Recreation Ground	Unknown		£1.00		
1 Park Bench	Recreation Ground	Unknown		£1.00	£600.00	
End Goal and nets	Residence next to Recreation Ground	Unknown		£1.00	£500.00	
End goal	Recreation Ground	Unknown		£1.00	£300.00	
Basket Ball Goal	Recreation Ground	Unknown		£1.00	450	
Toddler Multi Play Climbing Frame	Recreation Ground	Unknown		£1.00	7500	
Toddler Spring Elephant	Recreation Ground	Unknown		£1.00	650	
1 x toddler (cradle) swing	Recreation Ground	Unknown		£1.00	1200	
Carlton Two Climbing Frame CAR02	Recreation Ground	24/03/2018	£3,510.00	£3,510.00	5000	Action Play & Leisure
Nest Group Swing SWG01	Recreation Ground	24/03/2018	£2,550.00	£2,550.00	3500	Action Play & Leisure
Grass Mats under above equipment	Recreation Ground	24/03/2018	£2,082.50	£2,082.50	£3,500.00	Action Play & Leisure

1 x Cross Trainer OFC-06	Recreation Ground	24/03/2018	£1,250.00	£1,250.00	1500 Action Play & Leisure
1 X Air Walker OF2-01	Recreation Ground	24/03/2018	£1,250.00	£1,250.00	1500 Action Play & Leisure
1 x Rowing Machine OF2-13	Recreation Ground	24/03/2018	£1,250.00	£1,250.00	1500 Action Play & Leisure
1 x Double Ski Trainer OF1-12	Recreation Ground	24/03/2018	£1,250.00	£1,250.00	1500 Action Play & Leisure
3x prohibited signs and post	Recreation Ground	13/01/2020	327.72		350
		Sub total	£0.00	£13,142.50	£13,150.50
					£29,200.00

Former Highway's Surveyors Land at Foul登 - 1105467

Parcel of land (approx 1-2 acres)	OS 298 &299 - Wheat Furlong				£1.00
Parcel of land (approx. 0.962)	OS 171 - Clench Pit, part of green site of VH				£1.00
		Sub total			£2.00

Total £3,629.00 £54,060.44 £54,060.44 £96,110.00

12.1 War Memorial Response.

Dear Sarah,

Thank you for your emails. Please accept my apologies for the delay in responding to your enquiry concerning Foul登 war memorial.

This is a complex case and we needed to check our records, not all of which were digitised so these have had to be scanned. We are also a small team of less than five full-time equivalent staff. In recent months we have had some staff leave and sickness and then we entered our busiest time of year so it has taken time to ensure the right people could review the case and comment before we responded. This included the Trust's Director.

In 2004, an unsuccessful grant application was made for support for works. The Application Form, **attached**, indicated that Foul登 Parish Council were the owners of the war memorial and that it was listed on the Parish Council Asset Register see attached document.

The war memorial was then listed in 2008 which gives it additional legal protections.

You refer in your email to agreement being made in 2022 for the Parish Council to manage 'necessary urgent works' but it was in 2019 that War Memorials Trust received another Application Form for a grant. This document, **attached**, advised that the church owned the war memorial but that the Parish Council was making the grant application. This resulted in a Grant Offer which included a Contract a copy of which is **attached**. Within that Contract there is a responsibility on the applicant to retain this paperwork for 6 years so we hope you have these but in case not we have included with this correspondence.

When a Grant Offer is made the applicant has two months to sign and return the Contract ensuring there is time to read it and raise any concerns. This means that for any applications where there are multiple parties involved in a project, they can review this and ensure everyone is aware of obligations and request amendments to the Contract if appropriate – this may include adding signatories so responsibilities are shared. I am sure you will appreciate that the Trust must act on the basis that the contract party has read and understood the agreement when signing. And that they have discussed this and agreed to the terms with any other parties involved.

The basic principle of the 'Enforcement period' is a reasonable expectation that parties involved in the grant will maintain the war memorial to the standard it was in when the grant was paid. This protects the grant investment made by the charity and respects the donations and grants from the public and others that make awards possible. As such, we would anticipate that the

PCC and Council would be in communication about any works being undertaken on the war memorial as both should be aware of the terms of the agreement and the responsibilities that entails.

Looking at the current issue, and our records, War Memorials Trust would note that members of staff have been in touch with the PCC. An email sent by the Trust in early September stated: "As War Memorials Trust awarded a grant towards works to this war memorial, which was paid in 2022, the Contract signed by the Parish Council is still relevant in relation to the 'enforcement period' of 6 years during which there are particularly responsibilities on the recipient of funds. Can I ask if you have liaised over this issue with the Parish Council who seem to have taken the lead on the recent project which is summarised at www.warmemorials.org/search-grants/?gID=1791. That application stated the Church, through the Diocese, is the owner." As such the advice from the Trust was not what you have noted in your email.

If the PCC commissioned work and the war memorial as damaged in the process of that then it would seem appropriate that the PCC addressed that with the contractors that they engaged.

It appears from our records that the question of ownership/custodianship has changed over the years so it may be useful for the Parish Council and PCC to review this and agree an approach going forward. Ensuring this is recorded and people are kept aware of this would also be beneficial. It is possible to sue our website, War Memorials Online, to make this information know see the Protection tab on <https://www.warmemorialsonline.org.uk/memorial/182774/>.

At this time War Memorials Trust would suggest that the PCC reverts to the Contractors whose work damaged the war memorial to discuss remedial action. As the party to the 2019 Contract the Parish Council should be aware of this and ensuring appropriate action is taken. War Memorials Trust is happy to offer advice on appropriate works and action if that is helpful.

12.3 Standards at Breckland Council Response Re; Trusteeship.

Hi Sarah,

Apologies for the delay in responding.

As always, the matters around registering and declaring interests is a matter for the individual member to consider and then if they feel they have a disclosable interest to then register and then disclose as appropriate.

The key issue is whether they have a financial or beneficial interest in the matter, merely being a trustee (or related to a trustee) does not automatically make it a disclosable pecuniary interest, there are many Parish Councillors across the district that are also trustees of other organisations within their particular villages, some I'm sure declare this as an interest , others do not, but if they receive either a financial or beneficial Interest, then I would suggest they should register this as an Interest.

It may in this instance the members should consider registering this particular interest under 'Other registrable Interest'

Our general advice is that if members are in any doubt as to whether to declare an Interest or not, the safest approach is to declare an interest at the meeting and then follow the Council's Code of Conduct/Standing Orders (relevant section from Foulton PC's Code can be found at Pages 10-14 of the attached .)

Best Wishes