

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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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			