

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: