FOULDEN PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on **Thursday 12th February 2026** starting at **6.00pm in Foulden Village Hall**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting.
Members of the public and press are welcome to attend.

Sarah Hunt

Locum Clerk to Foulden Parish Council
6th February 2026

AGENDA

1. To consider apologies for absence.
   To consider an extension of absence for Cllr B Parnham if not in attendance.
   To receive apologies from Cllr B Pye. Work commitment.

2. To receive Declaration of Interests and any requests for dispensation
   (Guidance for councillors is available at https://www.fouldenparishcouncil.gov.uk/councillors)

3. To agree the minutes of the Parish Council meeting held on 4th December 2025.

4. Public Forum.
   4.1 Members of the public may comment on matters on the agenda.
   4.2 District Councillor Mr Scott Hussey.
   4.3 County Councillor Fabian Eagle.

5. Noticeboards.
   5.1 To receive an update from Cllr N West;
   One installed at a total cost of £830.39 (nett) (Village Hall location) headed 'Foulden Parish Council' – lockable.
   To agree to two further to be ordered. 1. To replace existing board outside the woodyard on White Hart Street close to the village sign. 2. To replace existing board outside No. 24 School Road (in The Dip). Neither to be lockable. All as previously agreed.
   Noticeboard header 'Foulden Community Notices'.
   To note four donations received totalling £1,520.00. Highways surveyors donation not yet received at £775.85 as previously agreed.

6. Updates on previous matters – no decisions to be taken on this item.
   6.1 Update from the Clerk on the migration of the website. Transfer has been completed. New site not yet live.
   6.2 Peadiatric defibrillator pads on order – delays currently on all Defibrillator pads.
   6.3 Bin installation at Shite Hart Street/School Road (depend/solutions/stooping). Completed – request to be added to bin emptying schedule sent to Breckland District Council.
   6.4 To note ordered treeworks have been completed at the Recreation Ground on 26th and 27th January 2026.

7. Finance

7.1 To receive a bank reconciliation to the 31st January 2026 showing balance at bank of £5,946.03.

7.2 To authorise the following payments, plus any received prior to the meeting date, and note any receipts:

Sarah Hunt Salary and Homeworking December (paid)	£729.24
Sarah Hunt Salary and Homeworking January (paid)	£612.04
Sarah Hunt Salary and Homeworking February	£612.04
Kingfisher – Litter Bin (£46.98 VAT) (paid)	£281.88
Greenbarnes Ltd – Noticeboard (£148.28 VAT) (paid)	£889.68
Sharon Sweet – December meeting cover (paid)	£114.35
HMRC liability Jan/Feb – not to be paid, account in credit	£ 50.72
Sarah Hunt – refund paediatric defib. Pads (24.80 VAT)	£148.80
Unity bank monthly fee*	£ 6.00
Village Hall December meeting	£ 15.00
Refund Mr N West – noticeboard expenditure (paid) (Tribal Signs, Wickes, Screwfix – VAT of £11.05)	£100.04
Foulden Village Hall – October meeting	£ 15.00
Treelink (3424 White willow, 3425 White Willow, 3426, White Willow, 3428 Weeping Willow) £340.00 VAT	£2,040.00
Refund S Hunt box of A4 paper	£ 21.56

*Increases to £7.00 from February 2026.

7.3 To receive budget against expenditure to date.

7.4 To receive and consider software quotation from SCRIBE - £99.00 onboarding, £24.00/month. (£100.00 discount from original quotation).

7.5 To confirm that Breckland District Council have agreed to pay the precept for 2026-27 (£26,932.00) in one payment in April 2026 to support cash flow for the Parish Council.

7.6 To note reduction in interest rate from Unity on Savings Account from: 2.10/2.12% to 1.95/1.96%.

7.7 To receive and consider quotation for necessary treeworks as requested - £1200 plus VAT.

7.8 Recycling:
To consider ending the contract with Breckland District Council over the provision of Recycling bins located at the Village Hall or
To consider donating the income to the Village Hall committee for 2025-26.

7.9 To receive confirmation that S Hunt now has internet administrative access to the Unity Bank accounts.

8. Planning

8.1 To consider any applications received from Breckland District Council as consultee and note any responses sent between meetings:

8.2 To note any decisions taken:

9. Correspondence.

9.1 To receive email regarding noticeboard provision.

9.2 Kings Lynn and West Norfolk call for sites. To consider whether to remain on the KLWN consultation database.

10. Highways Matters.

    11.1 Speeding on Foulden to Didlington Road – to receive update from Cllrs West and/or McMahon following meeting with Highways.

11. Administrative matters.

    11.1 To receive and agree IT policy.

12. Invitation to Community Land Transfers – Breckland Workshop Wed 29th January.
    To receive report following Clerks attendance. May be taken in confidential session at the discretion of the meeting.

13. Public Forum.

14. To receive items for the next agenda.

15. To note UPDATED future meeting dates:

April 9th, 6pm Parish Council, 7pm Annual Parish Meeting, Annual Meeting of Recreation Ground Charity (265977) and Highways Surveyors Allotment Charity (1105467)
May 14th, 6pm Annual Parish Council Meeting
July 2nd, 6pm Parish Council Meeting
September 3rd, 6pm Parish Council Meeting
November 5th, 6pm Parish Council Meeting

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MINUTES OF A MEETING OF FOULDEN PARISH COUNCIL

held on **Thursday 4th December 2025 at 6.00pm** in Foulden Village Hall

Present: Cllrs C Balding, J Green, S McMahon, S Parker (chair), N West
Minutes: Mrs Sharon Sweet
6 members of the public and District Councillor S Hussey were in attendance.

1. To consider apologies for absence
   Apologies from Cllr B Pye and Cllr B Parnham.
   It was **AGREED** to approve an extension of absence for Cllr B Parnham until February 6th 2026.

2. To receive Declaration of Interests and any requests for dispensation
   Cllr J Green reminded the meeting of his trusteeship of the village hall.

3. To agree the minutes of the Parish Council meeting held on 30th October 2025.
   The minutes of the Parish Council meeting held on 30th October 2025 were **AGREED** as a true and correct record and signed by the Chair.

4. Public Forum — for members of the public to comment on agenda items, and to receive updates from District and County Councillors
   - A resident queried the position regarding recycling credits and referred to discussions at previous meetings about the possibility of allocating a portion of money the council receives from these to the village hall.
   - The District Councillor gave a verbal report including an update on Local Government Reform and the postponement of the Norfolk and Suffolk Mayor elections. No confirmation has yet been received regarding the County Council elections in May 2026.

5. To agree dates for 2026 meetings
   The Parish Council meeting dates for 2026 were **AGREED** as: 5th Feb; 7th May; 2nd July; 3rd Sept; 5th Nov, all commencing at 6pm. The Annual Parish Meeting was **AGREED** as 9th April, commencing 7pm. All meetings held at Foulden Village Hall.

6. Noticeboards.
   6.1 Cllr West provided an update on the proposal for the Council to obtain two new aluminium noticeboards, to be funded through donations from four local businesses. It was **AGREED** to proceed with the 2 noticeboards and accept the donations, with the contribution set at £380 per business. It was noted that the intention is for the noticeboards not to be locked and to be used as community noticeboards. Once the first noticeboard is received, Cllr West will investigate whether this is possible without invalidating the warranty.
   ACTION: Clerk to contact the four local businesses to request the £380 donations and to make the necessary arrangements for payment.

   6.2 The meeting noted that a donation pledge had been received from the Highways Surveyors Allotment Charity to fund the Parish Council noticeboard. It was noted that, at the time of issuing the agenda, the noticeboard had already been ordered. Cllr West updated the meeting that the noticeboard was due to have shipped on the previous Monday and that the Council is currently awaiting the courier's delivery update.

7. Website.
   It was noted that from 2025–26 the annual audit will require Councils to use an authority-owned email domain. Members considered migrating the Council's website and email hosting to RLS Computer Services, noting the benefits of direct payment of hosting costs, ongoing compliance with accessibility and legislation, and IT support to the Proper Officer. It was **AGREED** to proceed with the migration to RLS within the current financial year. The quotation from RLS (excl. VAT) was noted as: £190 for the .gov.uk domain and emails for the Clerk and Councillors, £290 for website migration, and £190 annual website hosting.
   ACTION: Clerk to progress the migration with RLS Computer Services.

8. Finance
   8.1 The Council received and discussed the draft budget. Two amendments were agreed:
   - Reduce the Defibrillator budget line by £300 (as the existing model has a combined battery and pads, which are cheaper to replace).
   - Add a new budget line for the Village Hall, allocating all recycling credits to it (estimated £300).

   Subject to these amendments, it was **AGREED** to set the 2026–27 budget at £27,262.00 and the precept at £26,932.00.
   With a Tax Base of 158.3, this equates to £170.13 per annum for a Band D equivalent property, an increase of £98.00 per annum (approximately £1.88 per week).
   It was noted that Breckland District Council has agreed that the precept will be paid in a single instalment in April 2026 to ensure adequate cash flow.
   ACTION: Clerk to draft and publish a notice to inform residents.

   8.2 The Asset Register was reviewed and it was **AGREED** to add the new noticeboard once installed.

   8.3 It was noted the VAT claim back for 01.04.2025 to 30.09.2025 of £2,180.98 had been received on 9th October

   8.4 The payments as per annex A were **AGREED**, and receipt noted in 8.3. It was further noted that the monthly bank charge from Unity Bank would be increasing from £6 to £7pm with effect from February 2026.

   8.5 Bank balances as at 24th November 2025 were noted as: Current acc £3,739.91 and Instant Access acc £4,601.65

   8.6 The quotation for Scribe account software was considered at a cost of £100 onboarding and £24/month. This quotation included a discount of £99.00. **DEFERRED**.

   8.7 It was **AGREED** to appoint Sonya Blythe as the internal auditor for 2025-26, at a cost of £130.00

   8.8 It was noted the clerk has one set of adult defibrillator pads on back order. It was **AGREED** to order a set of pediatric pads.

9. Planning
   9.1 To consider any applications received from Breckland District Council as consultee and note any responses sent between meetings: none

   9.2 To note any decisions received from Breckland District Council: none

   9.3 It was noted the public consultation is now taking place for the Breckland DC Local

Plan. This closes Monday 15th December 2025.

10. Correspondence

10.1 Previously circulated email regarding Norfolk County Council's consultation on the Norfolk Local Government Future was noted.

10.2 It was noted Breckland District Council had confirmed by email that the Recreation Ground bin had now been added to the bin emptying schedule.

11. Highways Matters.

11.1 Cllr West updated the meeting that permission had been refused by Highways for a flashing "deer" speed awareness sign. It was noted that a quotation was not yet available for a "flip" deer sign. It was **AGREED** that the Highways Engineer would attend site with Cllr West and/or Cllr McMahon to investigate possible measures to reduce vehicle speeds on the Foulden to Diddlington road.

11.2 Approval was noted for the siting of a waste bin at the junction of White Hart Street and School Road *(what3words: depend/solutions/stooping).* It was **AGREED** that the Clerk will arrange the ordering of the bin, coordinate the installation with Cllr West and the emptying arrangements with Breckland DC. The bin is to be installed in the same manner as the recreation ground bin installed earlier in the year.

11.3 Public Rights of Way (Definitive Map updates) - Cllr McMahon advised that he has been in contact with the NCC Rights of Way Officer regarding two submissions relating to Foulden. An update on status and timescales was requested; however, it was noted that there is a significant backlog of approximately 5–6 years of outstanding work. Cllr McMahon to continue to follow up with NCC.

11.4 Talon End Footbridge - It was noted that Norfolk County Council will replace the footbridge on a 'without prejudice' basis in the current location. NCC intends to review the Definitive Map in the New Year to confirm the correct location. Matter closed.

12. Public Forum
    - A resident asked for clarification of the discussion under item 11.4 (Talon End Footbridge) regarding whether and when Highways will be repairing the footbridge
    - A resident raised concerns about speeding vehicles, noting that this had also been a concern raised by several residents at a recent village coffee morning.
    - A further resident offered assistance in relation to local footpaths, in connection with item 11.3.

13. To receive items for the next agenda: none

It was RESOLVED under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for the signing of the Locum Clerks temporary contract as per the terms agreed at the meeting of 30th October 2025, item 14 (b) on the grounds that it could involve the likely disclosure of private and confidential information

The chairman signed the temporary locum contract for Mrs S Hunt

Meeting closed: 7.30pm

Annex A

Greenbarnes – Noticeboard & posts	£889.68
Unity Bank monthly fee DDR	£ 6.00*
S Hunt and HMRC - November	£612.04
S Sweet – budget training	£ 50.00
S Hunt and HMRC – Dec & Jan	£tbc
Royal British Legion - wreath	£ 20.00 (S137)
Mrs Sarah Hunt - refund Defibrillator Pads	£124.80 (on back order)
Fields in Trust – playground inspection	£127.80
G Fendick Landscaping – Oct	£312.00
Cozens – streetlighting maintenance	£ 44.40
Foulden Village Hall (Hire 20th Nov)	£ 17.50

*Unity Bank monthly charge increasing to £7 pm with effect from Feb 2026

QUOTE

Foulden Parish council

Date
2 Feb 2026

Quote Number
QU-0166

VAT Number
399955896

TREELINK LTD
3 Nightingale Lane
Denver
Norfolk
PE38 0DU
Treelinknorfolk@gmail.com

Description	Quantity	Unit Price	VAT	Amount GBP
Village Hall site	1.00	1,200.00	20%	1,200.00
0142 Fell/dismantle Ash (leaning over road, >50 % dieback) 0143 Fell if 0142 is removed (dependent twin) 0144 Fell dead double Cherry 0145 Fell dead Whitebeam 3414 Remove ivy & re-inspect Recreation Ground 3420, 3422, 3423, 3427 Fell dead / declining Wych Elms				

Subtotal	1,200.00
TOTAL VAT 20%	240.00
TOTAL GBP	**1,440.00**

9.1 Email received.

I notice that the Village Hall has a nice new notice board and spik n span...

But the notice board up by the pheasant is still falling to bits.

As I can only put church notices up at the church and the pheasant.

And no longer at the village hall. I feel this is very unfair for people in the village to be able to post notices of their own events, with out bothering the village hall.I have been on about this for 2years at least, and I am obviously of no importance. Therefore I am disregarded. And very disappointed.Why should I bother.....??.

I know nothing will be done, but I just want to say how annoyed I am.

Borough Council of
King's Lynn &
West Norfolk

Name: Call for Sites 2026
Service: Planning Policy
Email: local.plan@west-norfolk.gov.uk
Direct dial: (01553) 616200

Alex Fradley
Planning Policy Manager

Environment and Planning

30 January 2026

Dear Sir/Madam

Launch of Call for Sites and Collation of Consultation Database

Call for Sites 2026

The Borough Council of King`s Lynn and West Norfolk are beginning preparation of a new local plan. It is likely that we will need to find land to accommodate more than 8,000 new homes and associated infrastructure to meet local housing and wider development needs. One of the firsts steps is to launch a "Call for Sites" Consultation. We are inviting landowners, developers, agents, and other interested parties to submit sites for future development.

As well as sites for market housing you can submit sites for a wide range of land uses including, for example, affordable housing, custom and self-build housing, housing with care, employment, retail and business uses, mixed uses, community facilities, green infrastructure, renewable energy, and more. At this stage, you can put forward any land in the Borough.

To make submitting a site as easy as possible, we have created a new online platform, please see here. You will also find some further guidance to accompany the online form here**.**

The "Call for Sites" consultation will run from **2 February 2026 to 31 March 2026.**

Collation of Consultation Database

The Borough Council values community involvement in plan-making and as part of preparing the new local plan we are updating our consultation database, to comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. If you would like to continue receiving planning policy related updates**, please reply to this email** with the following information:

1. **Organisation Name** (or type N/A if representing yourself)
2. **Your Full Name and role** (e.g. Individual, business, agent, consultant, developer, landowner, housing association, statutory consultee, elected member etc.)

3. **E-mail address** (if you respond on the behalf of Organisation or Statutory Consultee, please list the main contact information instead of your personal email address)

The General Data Protection Regulation (GDPR)

When enrolling on the consultation list your data will be stored in line with our Data Protection Guidance. We will capture and store the above requested personal details and use this information to ensure that you are consulted on planning matters across the Borough. These details will be kept by Borough Council and will only be used for the purposes set out above.

To remove your personal details from the list, please email: local.plan@west-norfolk.gov.uk saying "REMOVE".

Please note, if we do not hear from you by **31st March 2025**, we will remove your details from our planning consultation list, and you will no longer receive notifications.

Yours Sincerely,

Sandra Homcenko
Graduate Planner
Planning Policy – Environment and Planning

Foulden Parish Council IT Policy

1. Introduction

Foulden parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Foulden parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Foulden parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Foulden parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Foulden parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Foulden parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Foulden parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Foulden parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Foulden parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Foulden parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Foulden parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk

All staff and councillors are responsible for the safety and security of Foulden parish council's IT and email systems. By adhering to this IT and Email Policy, Foulden parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

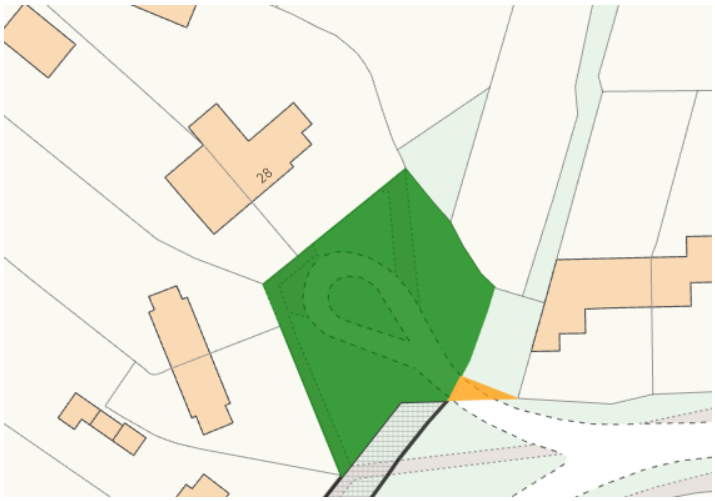
Role: _____

12. Land Transfer from Breckland District Council.

Breckland District Council are offering land transfer of their land to Parish Council's prior to the Local Government Reorganisation.

In Foulden there are 2 parcels of land currently under Breckland District Council ownership:

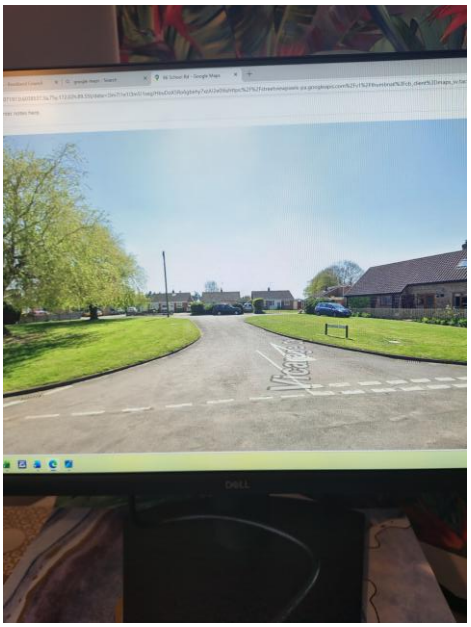
1. School Road





2. Vicarage Close





Benefits were suggested to be the erection of a bench without permission being necessary. A playground if the land were suitable. All maintenance and ongoing liability would pass to the Parish Council. There would be no funding attached.

Council is asked to express an interest should they be willing to take the land over.