FOULDEN PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on **Thursday 9th April 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
1st April 2026

AGENDA

1. To consider apologies for absence.
   To consider any extensions for absence. Cllr B Parnham if not present. Cllr B Pye if not present.

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 12th February 2026.

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 on the installation of the remaining two noticeboards.

6. Updates on previous matters – no decisions to be taken on this item.
   - 6.1 New site now live and annual premium Wix Subscription cancelled (renewal fee would have been £230.40).
   - 6.2 Peadiatric defibrillator pads received.
   - 6.3 Defibrillator – to receive confirmation that Cllr J Green is monitoring the defibrillator.
   - 6.4 Scribe accounting software – to note this is now in place and 2026-27 accounts will be processed on Scribe. Clerk undertaking set up – attending free training on 29th April.
   - 6.5 Play Area Inspection Course – to confirm that Cllr S McMahon and Cllr N West have been booked onto the Community Action Norfolk course taking place on the 7th of May 2026.

7. Finance
   - 7.1 End of year accounts 2025/26:
     - 7.1.1 To receive a bank reconciliation to the 31st March 2026 showing balance at bank of £3,031.87.
     - 7.1.2 To receive final budget against expenditure for 2025/26.
     - 7.1.3 To receive and note the Internal Audit report and consider any actions.

7.1.4 To agree the Annual Governance Statement.
7.1.5 To agree the Accounting Statements.
7.1.6 To receive the statement of variance.
7.1.7 To note dates for the exercise of public rights – Wed 3rd June to Thurs 14th July 2026.

7.2 To authorise the payments attached at Appendix A, plus any received prior to the meeting date.

To note receipts:

Npower refund £483.66 VAT £23.03 NETT £460.63 (duplicate payment refunded). 12th March 2026

To note that the end of year VAT refund has been claimed at £758.30 received 26th March 2026.

Bank Interest £15.72. 31st March 2026.

7.3 To note the FSCS deposit protection limit has raised to £120,000.00.

8. Planning

8.1 To consider any applications received from Breckland District Council as consultee and note any responses sent between meetings: NONE.

8.2 To note any decisions taken: NONE.

8.3 To note first publication of comments with regard to the review of the Local Plan. Previously Circulated.

8.4 To note extension on call for sites consultation period to 1st May 2026.

8.5 To note the consultation email regarding the Council's Local List dated 16th March and circulated prior to meeting. Response sent following consultation with Councillors as deadline was 8th April 2026:

The process has become very complicated.
How is the effectivity of the process measured?
Does it encourage or dissuade applications?
Any response to be circulated to Councillors.

9. Correspondence.

9.1 To consider a request from the Ramblers to publish an annual audit report on footpaths within the Parish and delegate the inspection if agreed.

9.2 Norfolk County Council email: Swaffham Flexibus Consultation. Shared on facebook.

9.3 Breckland District Council – email. Notification regarding Local Government Re-organisation. Decision to replace current arrangement with three new unitary authorities.

10. Highways Matters.

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

10.2 To consider whether the Council wishes to pursue the provision of a bus stop and a suitable location to be put forward. Funding from Norfolk County Council to be announced shortly. Clerk to ensure Council receives invitation this year.

10.3 To receive notification from Norfolk County Council of an application to upgrade two public rights of way. Previously circulated. To note any comments submitted.

10.4 To receive a complaint of local verge damage by agricultural vehicles. S McMahon.

11. Administrative matters.

11.1 To confirm that the clerks weekly hours remain at 7 hours/week (was scheduled to be reviewed in December 2025).

11.2 Community Resilience Plan. To consider. Cllr C Balding.

11.3 The Clerk is looking to update the UKSMO information for the streetlights to ensure the current price is suitable for electricity provided. Current npower electricity costs 50.188p/Kwh 0.00775/KWh for CCL. No standing charge on this tariff. Council is not under contract.

11.4 To consider instructing replacement of the 7 new LED heads with bracket arms and GRP cabinet boxes. All as budgeted for year 2 streetlight improvements. (Update quote requested).

11.5 To receive confirmation that the Clerk has ordered the annual playground inspection via Fields in Trust as before for 2026. Cost of £150.00 plus VAT. To confirm whether the Council will pay this sum on behalf of the Recreation Ground Charity.

12. Trees

12.1 To note one additional elm was felled due to unsafe assessment. To note that work completed on 3414 has revealed a large cavity. To consider recommendation from treelink that tree 3414 be felled due to proximity to power lines, and potential to fall within a public area. Tree surgeon would need to arrange power lines to be shut down – approximate 6 week lead in.

13. To consider list of responsibilities/ideas. Cllr Stephen Parker.

14. Public Forum.

15. To receive items for the next agenda.
    Review of Standing Orders.
    Review of Financial Regulations.
    Review of Financial Risk Assessment
    Review of Risk assessment and management
    Review of Internal Controls

16. To note future meeting dates:
    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

APPENDIX A

Payee	Reason	Nett	VAT	Gross	
Sarah Hunt	March Salary (incl homeworking)	£612.04		£612.04	PAID
Unity Bank	Charge for returned cheque	£6.00		£6.00	PAID
Treelink	Tree works	£1,200.00	£240.00	£1,440.00	
Norfolk Parish Training & Support	Membership for 2026/27	£263.92	£52.78	£316.70	
Cozens Uk	6 Streetlight Brackets (replaced)	£990.00	£198.00	£1188.00	
RLS Computer servs.	New website/hosting	£480.00	£96.00	£576.00	PAID
Foulden Village Hall	February meeting hire	£20.00		£20.00	PAID
Unity Bank	Monthly fee February	£7.00		£7.00	PAID
Greenbarnes Ltd	2 Additional Noticeboards	£1480.35	£296.07	£1,776.42	
G Fendick Landscapes	Grounds maint. 12.3.26 Village Hall (£55.00) Recreation Ground (£95.00)	£150.00	£30.00	£180.00	
Sharon Sweet – NPTS	To refund training course from September 2026	£40.00	£8.00	£48.00	PAID
Sarah Hunt	April Salary and home wkg	Tbc		Tbc	

FOULDEN PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on **Thursday 12th February 2026**
at **6.00pm in Foulden Village Hall**

Present: Cllrs C Balding, J Green, S McMahon, S Parker (chair), N West.
Clerk: Mrs Sarah Hunt
7 members of the public were in attendance.

1. Apologies.
   Apologies were RECEIVED and ACCEPTED from Cllr B Parnham – family commitment. It was RESOLVED to extend the leave of absence for Cllr B Parnham to the next Parish Council meeting.
   Apologies were RECEIVED and ACCEPTED from Cllr B Pye - work commitment.

2. Declarations of Interest.
   Cllr J Green declared an interest in item 7.8 as he is a Trustee of the Village Hall. He did not speak or vote on the matter.

3. The minutes of the Parish Council meeting held on 4th December 2025 were AGREED as a true and correct record with the addition of the word 'extra' – item 6.1, between 'obtain two' and 'new' making it clear that the agreement was for an additional two noticeboards. The minutes, once that change was made, were signed by the Chair.

4. Public Forum.
   4.1 Members of the public raised concern over the Ash Tree work that had not yet taken place, and the need for additional noticeboards.
   4.2 District Councillor Mr Scott Hussey was not present.
   4.3 County Councillor Fabian Eagle reported on a number of matters including:
   There is village fete equipment (co co nut shy. Bar b q etc) available to hire free of charge for all parishes, contact Mr Eagle to book in the short term.
   There is funding available through the Highways Fund. This can also be used for environmental projects.
   There is a 'lost country houses of Norfolk' project and the Archive centre would like to hear from anyone with local information. In due course there will be an exhibition.
   It is anticipated that the mayoral election will take place in 2028, and will be on proportional representation.
   The Local Government reorganisation is due for a March decision on the number of Unitary authorities.
   The Rural Business awards were launched to celebrate economy in the rural areas. A new fund is available for young people and veterans setting up businesses.

5. Noticeboards.
   5.1 To receive an update from Cllr N West;
   One installed at a total cost of £763.84 (nett) (Village Hall location) headed 'Foulden Parish Council' – lockable. Previously RESOLVED that 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. 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 – awaiting cheque to be signed.

6. Updates on previous matters.
   6.1 Migration of the website. Transfer has been completed. New site not yet live. This will be instructed shortly, and will be updated as a priority.
   6.2 Peadiatric defibrillator pads on order – delays currently on all Defibrillator pads.
   6.3 Bin installation at White Hart Street/School Road (depend/solutions/stooping). Completed – request has been sent for bin to be added to bin emptying schedule sent to Breckland District Council. Councillors please notify the Clerk if this is not being emptied.
   6.4 NOTED that the ordered treeworks have been completed at the Recreation Ground on 26th and 27th January 2026.

1. Finance

7.1 A bank reconciliation to the 31st January 2026 showing balance at bank of £5,946.03 was available to the meeting. Calculations on predicted upcoming payments show that the budgetary figure of an end of year balance of £1,700 looks to have been accurate.

7.2 It was RESOLVED to make the following payments and note receipts. PROPOSED Cllr Balding, seconded Cllr West.

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
Cozens (Dec, Jan, Feb)	

*Increases to £7.00 from February 2026.

   7.3 Budget against expenditure to date RECEIVED.
   7.4 It was RESOLVED to accept the software quotation from SCRIBE - £99.00 onboarding, £24.00/month. (£100.00 discount from original quotation). PROPOSED Cllr N West, seconded Cllr C Balding. To commence 1st April 2026.

7.5 NOTED 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 NOTED the reduction in interest rate from Unity on Savings Account from: 2.10 % to 1.95%.

7.7 It was RESOLVED to accept the quotation for necessary treeworks as requested - £1200 plus VAT, providing this can be completed prior to the start of the nesting season. PROPOSED Cllr J Green, seconded Cllr S McMahon.

7.8 Recycling:
The meeting considered ending the contract with Breckland District Council over the provision of Recycling bins located at the Village Hall
or
donating the income to the Village Hall committee for 2026-27.
It was RESOLVED to keep the contract and make the donation on an annual basis following budget agreement. PROPOSED Cllr Parker, seconded Cllr West.

7.9 NOTED that S Hunt now has internet administrative access to the Unity Bank accounts, and Cllr West has access to authorise payments and view the account.

7. Planning

8.1 To consider any applications received from Breckland District Council as consultee and note any responses sent between meetings: NONE

8.2 To note any decisions taken: NONE

8. Correspondence.

9.1 To receive email regarding noticeboard provision. Noted.

9.2 Kings Lynn and West Norfolk call for sites. It was AGREED to remain on the KLWN consultation database.

9. Highways Matters.

10.1 Speeding on Foulden to Didlington Road –Cllrs West and/or McMahon to arrange meeting with Highways.

10. Administrative matters.

11.1 The IT policy was AGREED following discussion, with amendments.

11. Invitation to Community Land Transfers – Breckland Workshop Wed 29th January.
The Clerk attended. The meeting considered the two separate pieces of land in the Parish and it was AGREED not to pursue taking over ownership.

12. Public Forum.
The Council was asked to follow up any funding opportunities.

13. To receive items for the next agenda.
To consider an investment account.
Damage to roadside verges (Cllr McMahon) – to report on any issues reported to Highways.
Streetlight maintenance works – to receive confirmation that the 6 brackets ordered September 2025 at a quoted price of £990 plus VAT have been replaced.

14. 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

The meeting closed at 6.58pm.

FOULDEN Parish Council
Bank Reconciliation

Financial year ending 31 March 2026

Prepared by: Sarah Hunt

Balance per bank statements as at 31st March 2025

Unity Account (20469126)	£	1,579.06		
Unity Account (20517502)	£	3,538.91		
BROUGHT FORWARD 31/3/25	**£**	**5,117.97**		
Add: Receipts	£	24,632.26		
Less Payments	£	26,718.36		
	£	3,031.87		
Less uncashed payments				
Cash Book total (A)			£	3,031.87
Balance per Unity *126 bank statement as at 31.03.2026			£	2,993.46
Balance per Unity *502 bank statement as at 31.03.2026			£	38.41
Total Bank Statement (B)			£	3,031.87
balancing figure:				

FOULDEN Parish Council
Accounts for year ending 31st March 2026

		2025/6 to date		*Budget 2025/6*		2024/5
Income						
Bank Interest	£	99.50		*£50.00*	£	38.91
Donations	£	1,520.00				
Grants	£	7,250.00				
Insurance	£	-			£	785.39
Misc	£	483.66				
Precept	£	11,462.00		*£11,462.00*	£	9,122.00
Recycling	£	300.69		*£300.00*	£	309.15
VAT	£	3,516.41		*£550.00*	£	396.05
Total	**£**	**24,632.26**	**£**	**12,362.00**	£	10,651.50
Expenditure						
Clerk Salary	£	6,028.71		*£5,280.00*	£	6,574.25
PAYE	£	-		*£220.00*	£	909.20
Pension	£	-		*£0.00*		
Audit	£	125.00		*£125.00*	£	45.00
Bank Charges	£	79.00		*£84.00*	£	71.40
Communications	£	-		*£60.00*	£	40.00
Contingency	£	-		*£400.00*		
Data Protection	£	-		*£35.00*	£	35.00
Defibrillator	£	228.00		*£120.00*		
Elections	£	-				
Grass Cutting	£	1,820.00		*£1,810.00*		
Grass Cutting Church	£	250.00		*£250.00*	£	250.00
Grounds Maint (trees)	£	710.00				
Insurance	£	663.39		*£650.00*	£	1,288.56
Information Tech.	£	282.41		*£250.00*	£	746.32
Legal / Consultancy	£	400.00		*£200.00*	£	350.00
Membership	£	97.00		*£100.00*	£	240.66
Miscellaneous	£	-				
Office / Admin	£	299.32		*£550.00*	£	586.11
Recreation Field	£	7,377.80		*£500.00*	£	1,060.00
S137	£	47.50		*£250.00*	£	270.00
Streetlights Electricity	£	921.24		*£650.00*	£	581.94
Streetlights Maintenance	£	148.00		*£148.00*	£	110.60
Training	£	90.00		*£150.00*		
treeworks	£	2,200.00				
Village Hall	£	147.50			£	1,545.39
Village projects	£	1,361.18		*£400.00*	£	1,100.00
War Memorial	£	-				
Website	£	480.00		*£130.00*		
White Gates	£	-			£	-
VAT	£	2,962.31			£	577.13
Total	**£**	**26,718.36**	**£**	**12,362.00**	**£**	**16,381.56**

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Foulden Parish Council

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

fouldenparishcouncil.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

Foulden Parish Council

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	10,848	5,118	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	9,122	11,462	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,529	13,170	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	7,483	6,029	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	8,898	20,689	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	5,118	3,032	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	5,118	3,032	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	12,587	13,149	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Explanation of variances – pro forma

Name of smaller authority: **Foulden Parish Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards**: variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	10,848	5,118				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	9,122	11,462	2,340	25.65%	YES		Council had utilised reserves to keep precept lower in 2024/25. 2025/26 was as budgeted .
3 Total Other Receipts	1,529	13,170	11,641	761.35%	YES		National Lottery grant £7250.00. Grants of £1,520 received for noticeboards. Early vat reclaim of £2939.86 for 2025/26.
4 Staff Costs	7,483	6,029	-1,454	19.43%	YES		Staff hours reduced from previous year to 5/week (£406/month) Increased in September back to 7 hours week (£586.00). 5 months at 180 less = £900.00. No overtime claimed in 2025/26.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,898	20,689	11,791	132.51%	YES		Noticeboard £890. Treeworks £2040. climbing wall £8700 (donated to recreation ground charity).
7 Balances Carried Forward	5,118	3,032				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	5,118	3,032				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	12,587	13,149	562	4.46%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

8.3

SENT ON BEHALF OF ANDREW PARNELL, SENIOR PLANNING POLICY OFFICER

We are emailing today as we have now published the first set of consultee comments, which includes Statutory Consultees alongside some additional consultee comments. To view these please use the link below.

We are hoping to be able to publish the site promoter responses & other public comments in the very near future. Once they are available, we will send a further update to confirm.

https://www.breckland.gov.uk/local-plan-2025

Kind Regards

The Planning Policy Team

clerk@fouldenparishcouncil.gov.uk

From: Local.Plan <Local.Plan@West-Norfolk.gov.uk>
Sent: 27 March 2026 16:41
To: Local.Plan
Subject: FW: BCKLWN Call for Sites Consultation Extended to 1st May 2026

Dear Stakeholder

We are writing to inform you that we are extending our Call for Sites consultation period**.** The consultation, which opened on Monday 2 February will now remain open until **Friday 1 May 2026**. This extension has been made to ensure that all interested parties have sufficient time to submit potential development sites for consideration and inclusion in the Local Plan as allocations.

The Call for Sites invites landowners, agents, parish councils, developers, and community representatives to put forward parcels of land that may be suitable for a range of uses. These include housing, employment, community facilities, and forms of green infrastructure such as public open space and wildlife habitats. Submissions are welcomed regardless of whether a site has been promoted in previous plan-making stages.

All site proposals must be submitted through the online submission form. Information provided by you during this process will help us to shape and develop the new Local Plan for King`s Lynn and West Norfolk and ensure that it responds to the communities and borough`s current and future needs.

We appreciate your continued engagement in the plan-making process and encourage you to make submissions before the revised deadline.

If you have any questions or require further information, please do not hesitate to contact us.

Kind regards,

Sandra Homcenko, Graduate Planner - Planning Policy

Tel: 01553 616816

Borough Council of King's Lynn & West Norfolk

The above information is informal and without prejudice to any future decisions made by the Local Planning Authority.

****

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9.1 email from Ramblers for consideration.

Dear Parish / Town Clerk

Please forward this correspondence to your Chairman and Councillors

As Chairman of Norfolk Ramblers I am writing to you concerning Rights of Way and Footpaths in your Parish. You may know that Ramblers endeavour not only to lead walks but help to keep the Rights of Way and footpaths open and in an accessible condition for all to enjoy. Responsibility for maintaining these is shared between the landowner and Norfolk Highways but more and more paths are becoming difficult to walk, which then results in further decline and use. The Norfolk Highways budget for maintain paths is also diminishing. Ramblers do sterling work with their volunteers who undertaking smaller maintenance issues.

It is well documented that walking is a good, easy to access, and inexpensive way of maintaining fitness and good physical and mental health for all age groups and Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. It would be helpful to both residents and those planning walks from further afield if a detailed audit of the state of the paths could be published as a Report at the Annual Parish Meeting, or more frequently if you wish. Attached is a copy of part of a report from a local Parish Council, prepared for an Annual Parish Meeting which shows 'best practice'. An annual audit enables any defects or problems to be reported to Norfolk Highways, or to the landowner, and hopefully resolved before paths become overgrown or inaccessible through neglect, wilful obstruction, lack of signage etc.

If you are unsure of how the footpaths are numbered on the Rights of Way Definitive Map for your Parish, or how to report defects to Norfolk Highways, or who is responsible for what, please get in touch. I will be pleased to help.

Your co operation with this suggestion will hopefully benefit your residents, as well as visitors to your Parish, and will add to the enjoyment of the Norfolk countryside for all.

If you are already completing and publishing a comprehensive footpath audit on your Parish website similar to the one attached, please ignore this correspondence, and thank you.

Parish Footpath and Rights of Way Annual Report Audit Exemplar

Footpath No. 9 (Kemp's Corner to Footpath No. 13). **Checked. Kemps Rd End, Drainage ditch bridge rotted. Footpath blocked by paddock fencing. Finger Post, Way marker discs and additional posts required. NCC ENQ90020**** Two new bridges in place 200m from Kemps Rd. Also two new Bridges in place 200m before FP13.**

Footpath No. 13 (Road leading to Old Hall farm to Parish Boundary/ FP9). Checked OK.

Footpath No. 14 (Footpath No. 13 to Parish Boundary). Checked OK.

Footpath No. 15 (Village Street to Kemp's Road). Checked OK. No access to Kemps Rd, follow FP16 to Kemps Rd.

Footpath No. 16 (Kemp's Road to Footpath No. 15). Checked OK. Kemps road post loose. Now fixed level, cemented in

Footpath No. 17 (Station Road to Parish Boundary) Checked OK. Stile too high, new kissing gate requested. New Kissing gate installed.

Footpath No. 18 (Station Road to Semere Lane. Checked, Finger Post knocked out laying on floor. Reported to NCC, ENQ90027**** Now fixed, re-fitted Semere lane end. Station road end post cemented back in.

Footpath No. 19 (The Beeches to Doctor's Lane).Checked. New post beeches road end now missing ??

Footpath No. 20 (Norwich - Harleston Road to Doctor's Lane). Post Loose. Post cemented back in.

Footpath No. 21 (South Green to Parish Boundary). Checked OK. Post loose. Will need replacing. Reported to NCC, ENQ90027****

Footpath No. 22 (South Green to Parish Boundary). Post Loose. Post cemented back in.

Footpath No. 23 (Garlic Street to road leading to South Green). Checked OK.

Footpath No. 24 (Garlic Street to Parish Boundary). Checked, New post required, Reported to NCC, ENQ90027****. New post at start, and way marker post fitted.

Footpath No. 25 (Footpath No. 17 to Semere Lane) Post leaning over. Post re-fitted.

clerk@fouldenparishcouncil.gov.uk

From: Communications Team <Communications.Team@breckland.gov.uk>
Sent: 25 March 2026 13:28
To: Communications Team
Subject: Local Government Reorganisation: Government's minded to decision

Local Government Reorganisation: Government's minded to decision

Sent on behalf of Cllr Sam Chapman-Allen, Breckland Council Leader

To all Breckland Members,
(to be copied to Town and Parish Councils)

I am writing to you as I have just been advised that the Government has confirmed its decision on Local Government Reorganisation (LGR) in Norfolk.

They have opted to replace current arrangements with three new unitary authorities, West, East and Greater Norwich.

Whilst this is tinged with a little sadness – as many of us, including myself, have not advocated scrapping the current system – it is welcome that the Government have at least understood the strength of the proposals we backed and the importance of keeping the local in local Government.

After May 2028, services currently covered by the existing seven District Councils and County Council will be replaced by unitary authorities. The areas of Breckland Council and the Borough Council of King's Lynn & West Norfolk, plus a small number of parishes from South Norfolk, will make up the new authority for West Norfolk.

The decision today will also see two additional unitary authorities established, one for Greater Norwich and one for East Norfolk.

A huge amount of work is required to deliver LGR, and this will draw on the time and effort of elected members and officers.

Bill and I have arranged a briefing for all Breckland Members on Friday (27th March at 3pm), with a briefing for town and parish partners as soon as it can be arranged.

There are many, many details still to follow, but for now the key milestones as we understand them are:
- **Later this year** – The Government will set out the legislation to enact this 'minded to' decision, this will include details of interim governance
- **May 2027** – Shadow elections take place for the new unitary councils.
- **31 March 2028** – Breckland Council will close.
- **1 April 2028** - The new unitary council 'goes live' and takes over from predecessors.

It is important to stress, that during the transition process over the next two years, all council services will continue to be delivered by Breckland, and that residents and businesses should be confident in contacting the Council for any support.

Regards,
Sam

Cllr Sam Chapman-Allen
Leader, Breckland Council

10.3

Norfolk County Council has received an application seeking to upgrade two public rights of way. The intended effect would be to upgrade Northwold Footpath 7 and Foulden Footpath 4 to a restricted byway on / in the definitive map and statement. A Restricted Byway can be used for walking, cycling, horse riding and carriage driving (i.e. with horse and cart but not mechanically propelled vehicles such as car or motorbike).

The combined route is shown highlighted blue on the map below.



NCC is legally required to investigate the application and decide whether the claimed public rights exist. If the evidence reveals a presumption that the way has been dedicated as a restricted byway as claimed by the applicant, NCC would need to make an Order to upgrade the Definitive Map and Statement to show the change.

If the evidence reveals that a byway existed historically, then those rights will continue to exist unless a legal order stopping up or diverting the rights has been made. The legal maxim is “once a highway, always a highway”. This applies even if a route has since become disused or obstructed. Section 53 of the Wildlife and Countryside Act 1981 makes it clear that considerations such as suitability, the security of properties and the wishes of adjacent landowners cannot be considered.

NCC's decision will be based on an interpretation of the evidence discovered by officers, together with documents and evidence supplied by the applicant, landowners, consultees, and other interested parties.

I would be grateful if you could provide me with any evidence that you may have which shows the route should or should not be upgraded to a Restricted Byway. For example, do you have any knowledge of past public use of this route which would be of use to the County Council in assessing this claim?

It would be helpful if you could respond within four weeks of the date of this e-mail. If you wish to discuss this matter, please do not hesitate to contact this office.

Foulden Parish Community Emergency Plan

Professional Emergency Preparedness and Response Plan

Plan Coordinator: Stephen Parker
Version: 2.0
Date: [Insert Date]
Next Review Date: [Insert Date]
Area Covered: Foulden, Norfolk, UK

□

1. Introduction

This Parish Community Emergency Plan provides a structured framework for how Foulden will prepare for, respond to, and recover from emergencies. The plan is designed to complement the work of emergency services and local authorities, ensuring that the community can act quickly to protect life, property, and the local environment until professional responders are fully operational.

2. Objectives

- Protect life and support vulnerable residents.
- Provide clear leadership and coordination during incidents.
- Maintain effective communication within the community and with responding agencies.
- Identify local resources that can support emergency response.
- Promote rapid recovery following an incident.

3. Governance and Responsibilities

The Parish Community Emergency Team (CET) is responsible for activating and implementing this plan. The team will operate in support of Category 1 responders and cooperate fully with strategic and tactical command structures.

Community Emergency Team Contacts

Role	Name	Contact Details

Plan Coordinator	Stephen Parker	[Insert Phone / Email]
Deputy Coordinator	[Insert Name]	[Insert Phone / Email]
Communications Lead	[Insert Name]	[Insert Phone / Email]
Logistics Officer	[Insert Name]	[Insert Phone / Email]
Vulnerable Persons Lead	[Insert Name]	[Insert Phone / Email]
Volunteer Coordinator	[Insert Name]	[Insert Phone / Email]

4. Plan Activation

The plan may be activated when a significant emergency is occurring or anticipated, such as severe weather warnings, major utility failure, flooding, or incidents that isolate the parish.

1. Plan Coordinator assesses available information.

2. Emergency services are contacted immediately if there is danger to life.

3. CET members are notified and a coordination point is established.

4. A community communication message is issued.

5. Actions are logged for accountability.

5. Risk Assessment

Risk Scoring Guide

Likelihood is scored from 1 (Rare) to 5 (Almost Certain). Impact is scored from 1 (Minor) to 5 (Severe). Multiply likelihood by impact to determine overall risk priority:
1–5 = Low Risk
6–10 = Medium Risk
11–15 = High Risk
16–25 = Critical Risk

Risk	Likelihood (1-5)	Impact (1-5)	Score	Mitigation / Actions
Flooding				
Severe Weather				
Snow/Ice				
Extended Power Loss				
Water Failure				
Transport Disruption				
Public Health Incident				

6. Response Procedures

- Prioritise preservation of life at all times.
- Check and support vulnerable residents using GDPR-compliant records.
- Establish a community coordination point if safe to do so.
- Deploy volunteers only when conditions are safe.
- Maintain regular communication with responding agencies.
- Keep a written log of decisions and actions.

7. Communications Strategy

Reliable communication is critical during an emergency. Multiple channels should be used to avoid single points of failure.

- Telephone and SMS groups
- Community messaging apps
- Parish noticeboards
- Door-to-door welfare checks where safe
- Local radio and authority updates

8. Community Resources

Resource	Location	Responsible Person	Contact
Generator			
First Aid Kits			
Torches			
Blankets			
4x4 Vehicles			
Village Hall Keys			

9. Training and Exercising

The plan should be tested annually through exercises. All CET members should understand their roles, and basic training such as first aid is strongly recommended.

10. Recovery

Following an incident, the CET will support community recovery by assisting residents, coordinating volunteers, sharing official guidance, and conducting a formal debrief to capture lessons learned.

11. Data Protection and Confidentiality

Personal data maintained for emergency purposes must be stored securely, shared only when necessary to protect life or wellbeing, and handled in accordance with UK data protection legislation.

Appendices

Appendix A – Emergency Contact Directory

Appendix B – Vulnerable Persons Register

Appendix C – Asset Register

Appendix D – Parish Maps and Risk Areas

Appendix E – Incident Log Template

QUOTE

Foulden Parish Council
Attention: Parish Clerk
Foulden Village Hall
Vicarage Road
Foulden
Thetford
Norfolk
IP26 5AB
GBR

Date
02 Jun 2025

Expiry
02 Jul 2025

Quote Number
QU-0890

Reference
RC

VAT Number
552 6584 25

Cozens (UK) Limited
10 Stanley Close
Cantley
Norwich
Norfolk
NR13 3RW

Description	VAT	Amount GBP
FOULDEN PARISH COUNCIL - REMEDIAL WORKS REQUIRED FOLLOWING A VISUAL SURVEY IN 2025.		
3 X NEW 5M COLUMNS WITH LEDS:- (Col No's = 9004/9005/9006) 1)SUPPLY AND INSTALL 3 X URBIS AXIA EVO 4K LED LANTERNS ALL WITH NEMA 35 LUX PHOTOCELLS/CABLING. 2)3 X UKPN TRANSFER CONNECTIONS FROM OLD COLUMN TO NEW COLUMNS. 3)REMOVE AND DISPOSE OF ALL 3 X OLD CONCRETE COLUMNS AND LANTERNS AND FROM SITE. 4)INSPECT AND TEST ONCE COMPLETED.		
LABOUR AND MATERIALS (£2,450.00 EACH)	20%	7,350.00
6 X NEW BRACKETS TO REPLACE:- (Col No's = 9001/9010/9013/9014/90159016)		
LABOUR AND MATERIALS (£145.00 EACH)	20%	990.00
7 X NEW LED WITH BRACKET ARMS AND GRP CABINET BOXES ALL WITH L2 FUSE CUT-OUTS INSIDE EACH:- (Col No = 9002/9003/9007/9008/9009/9011/9012)		
LABOUR AND MATERIALS (£245.00 EACH)	20%	1,715.00
	Subtotal	10,055.00
	Total VAT 20%	2,011.00
	TOTAL GBP	**12,066.00**

Terms (if any)