# MINUTES OF AN ANNUAL MEETING OF FOULDEN PARISH COUNCIL

held on **Wednesday 13th May 2026**
at **6.00pm in Foulden Village Hall**

Councillors Present: C Balding, J Green, S Parker, B Parnham, S Pye, N West (Chair)
Clerk: Sarah Hunt
Members of the Public: 5

1. Election of Chair.
   Cllr J Green proposed Cllr N West, Cllr C Balding proposed Cllr S McMahon who had expressed his willingness to stand in his absence. Cllr N West was elected as Chair and signed the declaration of acceptance of office.

   Thanks were expressed to Cllr S Parker for his work and dedication to the Parish Council as Chair over the years, both from the Councillors and also from the floor.

2. Election of Vice-Chair.
   Cllr N West proposed Cllr S McMahon who had expressed his willingness to stand in his absence. Cllr S McMahon was elected as Vice Chair.

3. To consider apologies for absence.
   Apologies were received from Cllr S McMahon – alternative commitment.

4. To receive Declaration of Interests and any requests for dispensation.
   Cllrs J Green and B Parnham notified the meeting of their Trusteeship of the Village hall should any matters be raised concerning the charity.

5. The minutes of the Parish Council meeting held on 9th April 2026 were AGREED as a true and correct record and signed by the Chair.

6. Public Forum.
   6.1 Parishioners: Councillors were thanked for the recent installation of community noticeboards.
   6.2 District Councillor Mr Scott Hussey reported that there were no Breckland matters directly affecting Foulden Parish Council.
   6.3 County Councillor Mr Scott Hussey reported that as a new County Councillor he, along with others, was undergoing an induction week including portfolio holders briefings and an overview of the Council finances and responsibilities. There will be a full meeting of the new administration on 28th May 2026.

   Mr Fabian Eagle's hard work and dedication to public service was recognised from both the floor and Councillors present.

7. Noticeboards.
   7.1 All noticeboards now in use. To note that the donation from the Former Highway Surveyors Land Charity of £775.85 remains outstanding. To be paid when the Unity account is open and funding moved across.

8. Updates on previous matters.
   8.1 Annual Audit report on Footpaths within the Parish. Cllr S McMahon. Next meeting.
   8.2 Heartsine defibrillator pads – still awaited, due shortly.
   8.3 Double Skiier sign as required from Play Area annual inspection. Cllr N West reported that all signs were now up.
   8.4 Streetlights – next 7 bracket replacements instructed to Cozens. Due for completion in June. Noted.
   8.5 Scribe accounting software – Noted that all councillors have now been sent an invitation to facilitate view only access. Any Councillors experiencing difficulties to notify the Clerk.

9. Finance
   9.1 RECEIVED bank reconciliation to 31.4.2026 showing bank balance of £30,016.37. Signed by Cllr J Green as demonstrating cash book agrees with bank statements provided.
   9.2 It was RESOLVED to make the payments attached at Appendix A, PROPOSED Cllr S Parker.
   9.3 Receipts NOTED:

| | |
|---|---|
| Precept | £26,932.00 |
| HMRC (PAYE) Refund | £ 633.23 |

   9.4 Insurance.
   NOTED the current policy expires on 31.5.2026. Renewal costs: £741.16 for one year, £707.12 for three years. 2025/26 was £663.39. Councillors had reviewed the renewal schedule and it was RESOLVED to renew for 3 years with CAS Insurance Services. PROPOSED Cllr S Parker, seconded Cllr J Green.
   9.5 NOTED current signatories/online account access.
   Sarah Hunt: View online account, Submit, Administrator.
   All Councillors: View online account, Authorise, Signatory.
   9.6 NOTED the S137 Allowance for 2026-27 is £11.10 per elector. Current Electoral role 344 - £3818.40 S137 Foulden allowance for 2026-27.
   9.8 It was RESOLVED to set up direct debit for Scribe monthly payment. PROPOSED Cllr J Green seconded Cllr C Balding.
   9.9 The clerk was instructed to arrange Steel column structural survey for streetlights as budgeted (£300.00).
   9.10 To consider earmarked reserves – reserves as budgeted £7,800.00 for 2026/27. To give consideration to earmarking part of the current general reserve. Next meeting. Clerk to circulate a list of possible headings and 'target' sums to be earmarked.

10. Planning
   10.1 Applications received from Breckland District Council as consultee and note any responses sent between meetings: NONE.
   10.2 Decisions taken: NONE.

11. Correspondence.
    11.1 Breckland District Council – response regarding Breckland Council's Local List 2026. Previously circulated.
    11.2 Email received regarding 60th Jubilee Plaque was considered – as the plaque is not under the ownership of the Parish Council no suggestions could be offered.

12. Highways Matters.
    12.1 Foulden to Didlington Road – Update. Road marking. Mobile non-permanent signage. Cllrs N West/S McMahon. Next meeting.
    12.2 Bus Shelter provision. To receive Highways response 'virtual' bus stops are at: at Vicarage Close, Walnut Close and Beckett End. No further action.
    12.3 Application to upgrade two public rights of way. Cllr S McMahon. Next meeting.

13. Administrative matters.
    13.1 The list of Councillor responsibilities as circulated was AGREED with the following amendments: The mobile library now stops at Foulden and therefore no further action is necessary. Bus Shelter to be removed – see item 12.2. The emergency plan is not being drawn up and is to be removed. Subject to these changes the list is to be uploaded to the website.
    13.2 Standing Orders – adopted as presented.
    13.3 Financial Regulations – updated for larger council – adopted as presented.
    13.4 Following consideration it was AGREED that Council did not currently require a reserves/investment policy.
    13.5 Financial Risk Assessment reviewed and adopted as presented.
    13.6 The Risk Management Policy was reviewed and adopted as presented.
    13.7 The SAM2 Risk Assessment was reviewed and adopted as presented.
    13.8 Internal Controls were reviewed and re-adopted as presented.
    13.9 The privacy policy was reviewed and adopted as presented.
    13.10 NOTED that Councillors have undertaken an annual check/update of their Declarations of Interest Forms.
    13.11 The meeting NOTED the receipt of the SAM 2 report for April.

14. Trees
    14.1 Tree 3414 – to confirm felling of tree has been instructed at a cost of £850.00. No additional charge for electrical disconnection to enable works to take place. NOTED.

15. Public Forum.
    Council was asked where the Councillor responsibilities document would be published – it was confirmed this would be available on the website.

16. To receive items for next agenda's.
    July
    SAM2 reports – requested by Cllr McMahon.
    Data Audit
    Planning Protocol
    Website Accessibility Statement

    September
    Streetlight electricity supply. Comparisons with other councils.

Quotes for replacement of columns (year 3 streetlight works). – 3 to be obtained.

November
Tree risk assessment – due to be undertaken in December.

17. Future meeting dates.
    These are subject to availability confirmation of the hall – July 8th is confirmed, all other dates are provisional.
    2026
    July 8th 6pm Parish Council Meeting
    September 9th 6pm Parish Council Meeting
    November 4th, 6pm Parish Council Meeting
    2027
    January tbc
    March tbc

APPENDIX A

| Payee | Reason | Nett £ | VAT £ | Gross £ | |
|---|---|---|---|---|---|
| Sarah Hunt | B & M Stationery refund | 10.00 | 2.00 | 12.00 | |
| Unity bank charges | March (debited 30.4.2026) | 7.00 | | 7.00 | PAID |
| Unity bank charges | April (debited 31.5.2026) | 7.00 | | 7.00 | |
| Sarah Hunt (April) | Salary/homeworking | 543.84 | | 543.84 | PAID |
| HMRC | April | 93.56 | | 93.56 | DDR |
| Scribe | May payment | 24.00 | 4.80 | 28.80 | |
| Sarah Hunt (May) | Salary/homeworking | 543.84 | | 543.84 | |
| HMRC | May | 93.56 | | 93.56 | |
| Online Playgrounds | Double Skiier sign | 28.00 | 5.60 | 33.60 | |
| Fendicks | Grass cutting etc. 25.3 and 9.4.26<br>*Rec. Grnd £190.00*<br>*V. Hall £110.00* | 300.00 | £60.00 | 360.00 | |
| Foulden Village Hall | Hall Hire April 2026 | 15.00 | | 15.00 | |
| Cozens | Streetlight Maint. Mar/Apr/May | 37.00 | 7.40 | 44.40 | |

The meeting closed at 6.46pm.