FOULDEN PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on **Wednesday 8th July 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 July 2026

AGENDA

1. To consider apologies for absence.

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 review and agree the minutes of the Parish Council meeting held on 13th May 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 Mr Scott Hussey.

5. Updates on previous matters – no decisions to be taken on this item.
   5.1 Annual Audit report on Footpaths within the Parish. Cllr S McMahon.
   5.2 Heartsine Defibrillator Pads – now received.
   5.3 Streetlights – 7 Bracket replacements now completed.
   5.4 To note that no councillors had contacted the clerk with issues logging into Scribe.
   5.5 To note that the insurance has been renewed as instructed.

1. Finance

6.1 To receive bank reconciliation to 31.6.2026 showing an adjusted bank balance of £22,416.93.
6.2 To authorise the payments attached at Appendix A, plus any received prior to the meeting date.
6.3 To note receipts:
Former Highway Surveyors Land Charity £775.85
Unallocated credit on HMRC Account claimed £17.92
Bank interest 30.6.26 of £50.41
6.3 To receive budget against expenditure to 30.06.2026
6.4 To receive quote for Internal Audit from Sonya Blythe (as this year) of £135.00. To consider appointment.
6.5 Notification received from P K F Littlejohn that the AGAR was received on 15th May 2026.

6.6 To note that confirmation has been received that the SCRIBE accounts Direct Debit has been set up at £28.80/month including VAT.

6.7 Earmarked Reserves. To consider a suggestion from the Clerk that this be considered as part of the budget setting process commencing September.
Headings to be considered would be: Asset maintenance; Asset replacement; election; clerk absence; tree care; technology replacement.

6. Planning

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

7.1.1 PL/2026/0784/HOU – 68 School Road, Foulden, IP26 5AA. 2 storey rear extension. Response required by 10th July.

7.2 To note any decisions taken: NONE.

7. Correspondence.

8.1 Norfolk Local Access Forum introductory Email.

8. Highways Matters/Footpaths.

9.1 Footpath 1 – realignment of footpath to reflect definitive map. Cllr S McMahon.

9.2 Foulden to Didlington Road – Update. Road marking. Mobile non-permanent signage. Cllrs N West/S McMahon.

9.3 Application to upgrade two public rights of way. Cllr S McMahon.

9. Administrative matters.

10.1 SAM2 reports. Cllr S McMahon.

10.2 Data Audit – to receive and agree.

10.3 Planning Policy – to review and agree – no changes made. Last reviewed March 2024.

10.4 Website Accessibility Statement – to review and agree. Last reviewed 24.5.24.

10.5 To note that the redeclaration of compliance with the Pensions Regulator was completed dated 1.7.26.

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10. Trees

11.1 Ash Tree (3414) – UK Power Networks cannot access until August when crops in adjacent field preventing access to overhead lines. Also replacing nearby pole at the same time. Work scheduled tree being monitored by tree surgeon, Village Hall Trustees informed of delay .

11.2 To consider instructing clerk to obtain quotations for removal of willows in South East corner of Recreation Field as tree inspection or any other course of action. To note that a new tree inspection was recommended for December 2026 (18 months from previous).

11. Streetlights.

12.1 To receive the quotation for the replacement of 3 No.structural columns with defects – survey budgeted at £300.00 (see invoices). Works quoted at £7350.00. To consider instruction 2026/ 2025 or budgeting for 2027/28. Cozens advice that they ‘require replacing asap’.

To note that council is bound to the maintenance contractor to undertake these works.

12. Public Forum.

13. To receive items for the next agenda.
    September Agenda – Streetlight electricity supply. Comparisons with other councils – alternatives to current provider.
    November meeting -Tree risk assessment (see item 11.2 above)

14. To note future meeting dates:
    2026
    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	Microsoft Renewal	115.20	23.04	138.24	PAID
Sarah Hunt	June Salary/homeworking	543.84		543.84	PAID
HMRC	June	93.56		93.56	DDR
Sarah Hunt	July Salary/homeworking	543.84		543.84	
HMRC	July	93.56		93.56	DDR
Cozens UK Ltd	Remedial works – 7 brackets	1715	343	2058.00	
Cozens UK Ltd	Structural Survey 3 columns	300.00	60.00	360.00	
Foulden Village Hall	May 13th Hall Hire	10.00		10.00	
Starboard Systems (SCRIBE)	June accounts software subscription	24.00	4.80	28.80	DDR
G Fendick	Grounds Maint. 23/4, 7/5, 21/5, 4/6	600.00	120.00	720.00	
Starboard Systems (SCRIBE)	July accounts software subscription	24.00	4.80	28.80	DDR
N West	Refund Travis Perkins – noticeboard installation expenses.	27.24	5.45	32.69	
Unity Bank	Bank Fees June payable 30.7.26	7.00		7.00	DDR

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 *Rec. Grnd £190.00* *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.

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.

Foulden Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2026			
	Cash in Hand 01/04/2026			3,031.87
	ADD			
	Receipts 01/04/2026 - 30/06/2026			28,391.49
				31,423.36
	SUBTRACT			
	Payments 01/04/2026 - 30/06/2026			9,006.43
A	**Cash in Hand 30/06/2026** (per Cash Book)			**22,416.93**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2026	0.00	
	Unity Current	30/06/2026	2,544.03	
	Unity Savings	30/06/2026	20,088.82	
				22,632.85
	Less unpresented payments			215.92
				22,416.93
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**22,416.93**
	A = B Checks out OK			

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Foulden Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 02/07/2026)

Administration	Last Year				Current Year 2026 - 2027								Next Year	
	Receipts		Payments		Receipts				Payments				Receipts	Payments
Code Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
3 Audit costs									425.00	130.00		130.00		
4 Bank Charges									72.00	21.00		21.00		
5 Communications									60.00					
6 Office/Admin costs									400.00	88.00		88.00		
7 insurance									700.00	707.10		707.10		
8 Information Technolog									250.00	286.20		286.20		
9 Legal/consultancy									500.00					
10 Memberships/subscrip									370.00	263.92		263.92		
11 Data Protection									48.00					
12 website									340.00					
13 training									200.00	80.00		80.00		
14 Meeting Room Hire									150.00	15.00		15.00		
24 contingency									500.00					
SUB TOTAL									**4,015.00**	**1,591.22**		**1,591.22**		

Assets	Last Year				Current Year 2026 - 2027								Next Year	
	Receipts		Payments		Receipts				Payments				Receipts	Payments
Code Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
17 defibrillator									270.00					
20 street lights electricity									500.00	522.26		522.26		
21 streetlights - maintena									152.00	37.00		37.00		
22 Streetlights (Misc)									300.00					
23 Streetlights - works									1,715.00	990.00		990.00		
33 asset purchase										1,480.35		1,480.35		

Foulden Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 02/07/2026)

	SUB TOTAL								**2,937.00**	**3,029.61**		**3,029.61**		

Grants and Donations

		Last Year				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	**Title**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Budget**
15	village hall									300.00					
27	church grass cutting									250.00					
28	community grants						775.85		775.85	400.00					
	SUB TOTAL						**775.85**		**775.85**	**950.00**					

income

		Last Year				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	**Title**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Budget**
29	bank interest					30.00	50.41		50.41						
30	recycling									300.00					
31	precept					26,932.00	26,932.00		26,932.00						
32	HMRC Refund						633.23		633.23						
	SUB TOTAL					**26,962.00**	**27,615.64**		**27,615.64**	**300.00**					

Open Spaces

		Last Year				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	**Title**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Budget**
16	grass cutting									2,550.00	450.00		450.00		
18	tree risk assessment									450.00					
19	treeworks and surveys									1,800.00	1,200.00		1,200.00		

Foulden Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 02/07/2026)

25	play equipment mainte								1,000.00						
	SUB TOTAL								**5,800.00**	**1,650.00**		**1,650.00**			

		Last Year				Current Year 2026 - 2027								Next Year	
s137		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	**Title**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Budget**
26	s137									60.00					
	SUB TOTAL									**60.00**					

		Last Year				Current Year 2026 - 2027								Next Year	
Staffing		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	**Title**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Actual**	**Forecast**	**Total**	**Budget**	**Budget**
1	Clerks Salary									6,000.00	1,553.52		1,553.52		
2	HMRC Payments									1,500.00	212.48		212.48		
	SUB TOTAL									**7,500.00**	**1,766.00**		**1,766.00**		

Summary

TOTAL						**26,962.00**	**28,391.49**		**28,391.49**	**21,562.00**	**8,036.83**		**8,036.83**		

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Consultation on Planning Application

From: Development Management
Breckland Council
Elizabeth House
Walpole Loke
Dereham
NR19 1EE

CONSULTATION UNDER TOWN AND COUNTRY PLANNING ACT 1990

Application Reference No:	PL/2026/0784/HOU
Proposal:	2 storey rear extension
Site:	68 School Road, Foulden, Thetford, Norfolk, IP26 5AA

The application is available to view online: **https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=199630&language=en**

In line with established practice you are requested to respond with your comments, and supporting documentation, using our planning portal via the link above. Comments must be made within **21** days of the date of this notice.

Breckland Council will publish statutory consultation responses on its website. **If you do not wish for your email address or contact details to be made publicly available, please ensure that they are not included within your formal response**

If you require any further information please contact the relevant case officer.

Development Management
Breckland Council

Date: 08-06-2026

8.1

Dear Parish Council Clerk,

I am writing to reintroduce you to the Norfolk Local Access Forum (NLAF) and to share our recently updated Strategic Vision and Action Plan.

The NLAF is a statutory, independent advisory body established under the Countryside and Rights of Way Act 2000. Our role is to provide advice to decision making bodies, such as Norfolk County Council, on matters that might affect public access to land for open-air recreation, sustainable travel, and the enjoyment of Norfolk's natural environment.

As parish councils play a vital role in representing local interests and shaping the character of their communities, we are keen to strengthen our relationship with you. Many of the issues we consider—such as rights of way, multi-use trails, countryside access, and the protection and enhancement of green spaces—directly affect your residents.

We are pleased to share with you our Strategic Vision and Action Plan, which sets out our priorities for the coming year. We hope this will give you a clear sense of our direction and the areas where we may be able to work together.

If your parish has particular access issues, aspirations, or projects you would like us to be aware of, we would very much welcome hearing from you. Strengthening communication between the NLAF and parish councils will help ensure that local needs and opportunities are properly represented at a countywide level.

Please feel free to get in touch with any questions or to share information about your parish's access priorities.

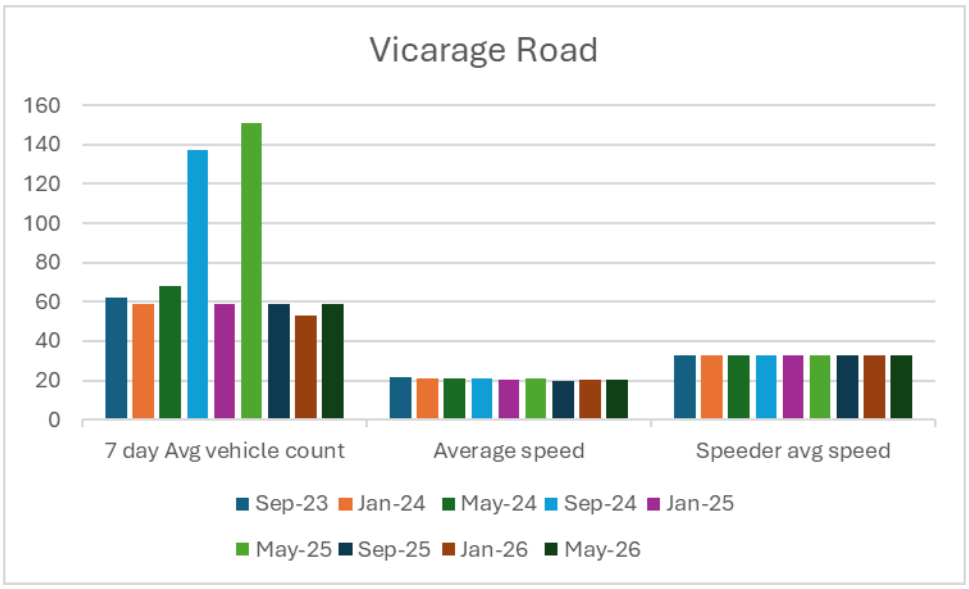
Kind regards,

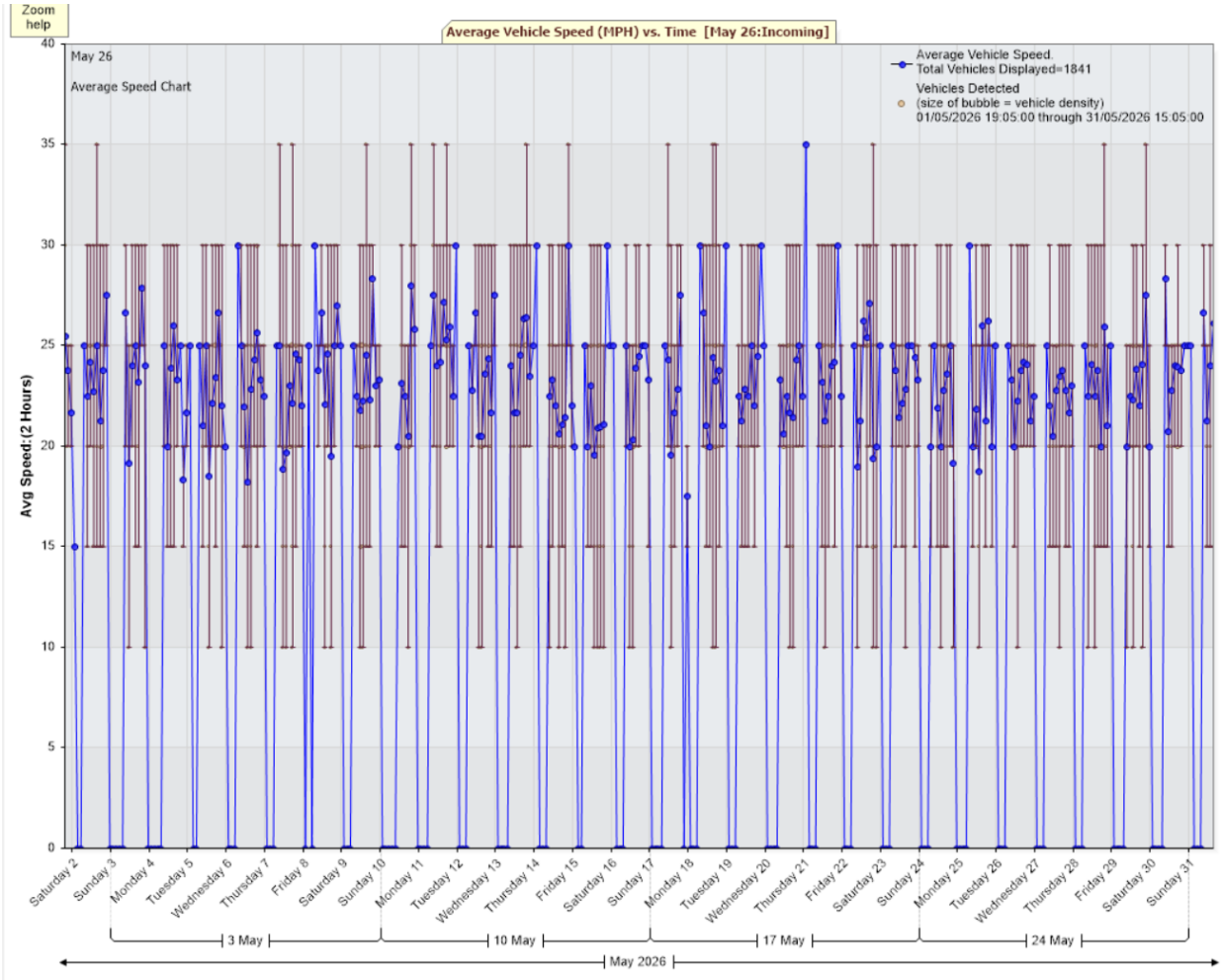
Sam2 Report:- Foulden Parish Council Meeting

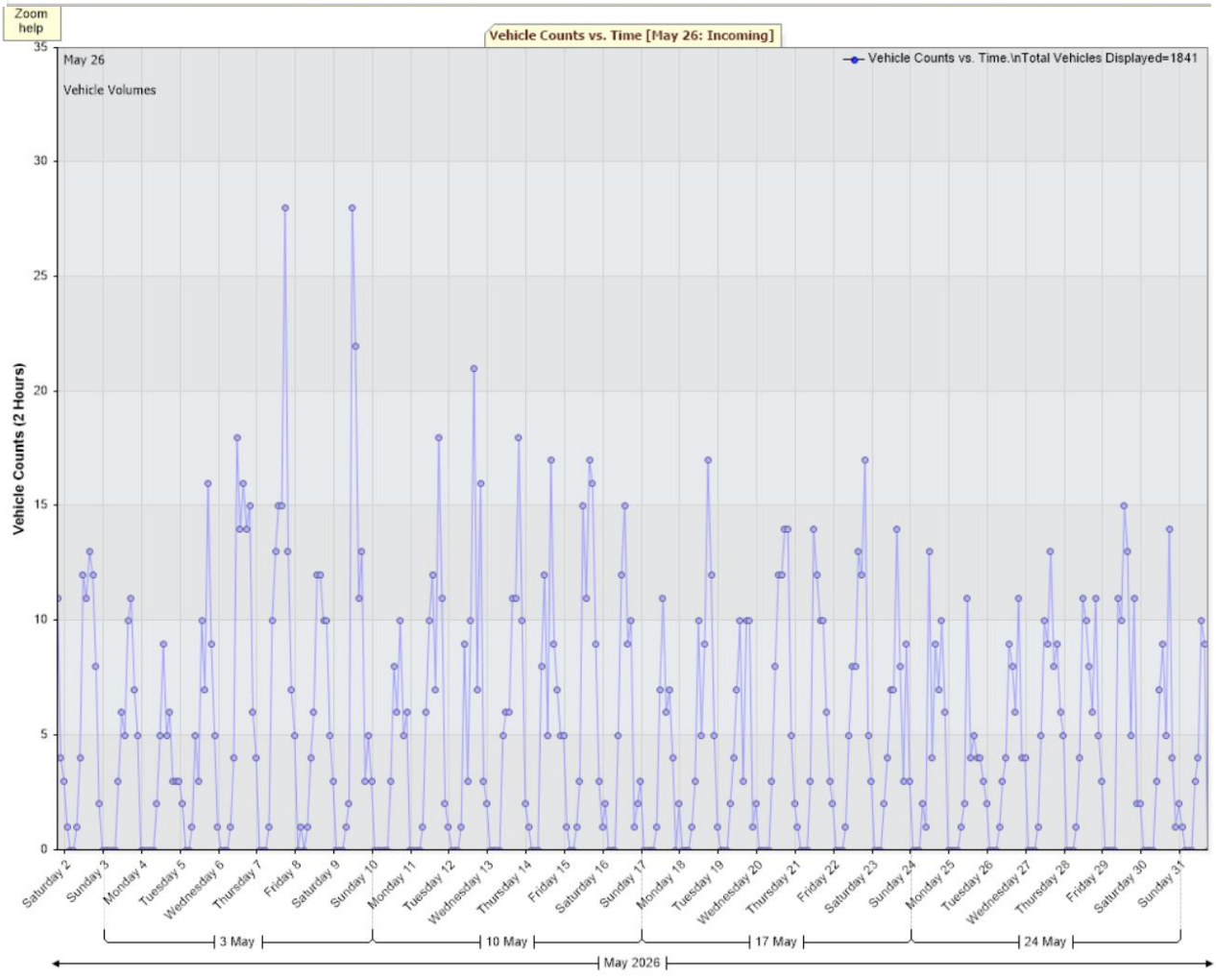
Placement:- Vicarage Road – 01/05/26 to 31/05/2026 (31 days).

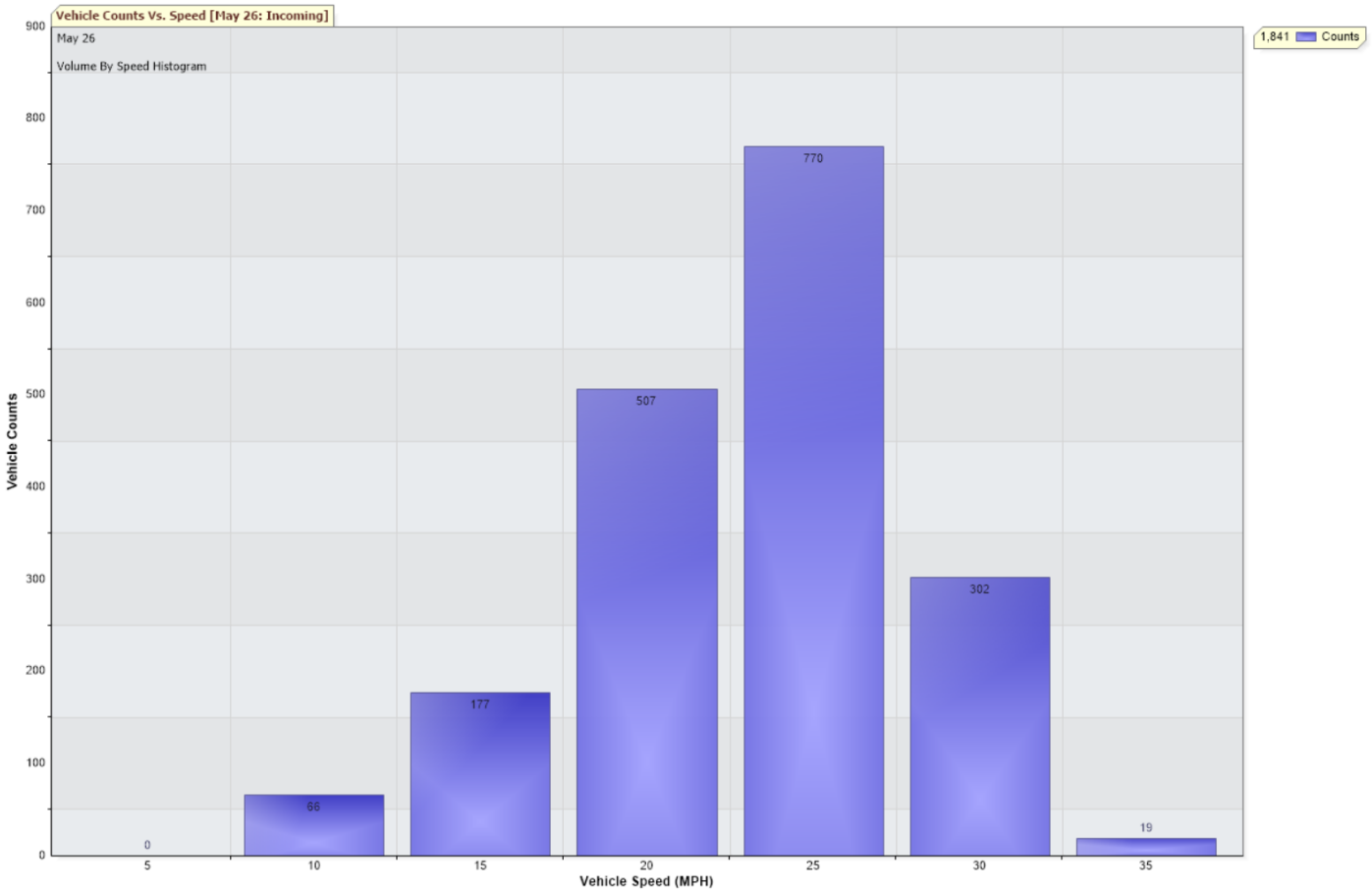
Volumes:-
Total no. of vehicles counted over period = 1841
7 day average = 59
5 day average (Mon-Fri) = 63
AM Peak (10:00 –11.00) = 4
PM Peak (17:00 – 18:00) = 5

Speed:-
Set speed limit = 30.0 mph
Average speed = 20.5 mph
Max Speed Recorded = 35mph 01/05/26 @ 18:20
Average count over limit = 2.4
Percentage of vehicles exceeding the limit =1.1%
Average speed of vehicles exceeding the limit = 32.5 mph




Zoom help
Average Vehicle Speed (MPH) vs. Time [May 26:Incoming]
May 26
Average Speed Chart
Average Vehicle Speed.
Total Vehicles Displayed=1841
Vehicles Detected
(size of bubble = vehicle density)
01/05/2026 19:05:00 through 31/05/2026 15:05:00
Avg Speed:(2 Hours)
0
5
10
15
20
25
30
35
40
Saturday 2
Sunday 3
Monday 4
Tuesday 5
Wednesday 6
Thursday 7
Friday 8
Saturday 9
Sunday 10
Monday 11
Tuesday 12
Wednesday 13
Thursday 14
Friday 15
Saturday 16
Sunday 17
Monday 18
Tuesday 19
Wednesday 20
Thursday 21
Friday 22
Saturday 23
Sunday 24
Monday 25
Tuesday 26
Wednesday 27
Thursday 28
Friday 29
Saturday 30
Sunday 31
3 May
10 May
17 May
24 May
May 2026


Zoom help
Vehicle Counts vs. Time [May 26: Incoming]
May 26
Vehicle Volumes
Vehicle Counts vs. Time.\nTotal Vehicles Displayed=1841
Vehicle Counts (2 Hours)
0
5
10
15
20
25
30
35
Saturday 2
Sunday 3
Monday 4
Tuesday 5
Wednesday 6
Thursday 7
Friday 8
Saturday 9
Sunday 10
Monday 11
Tuesday 12
Wednesday 13
Thursday 14
Friday 15
Saturday 16
Sunday 17
Monday 18
Tuesday 19
Wednesday 20
Thursday 21
Friday 22
Saturday 23
Sunday 24
Monday 25
Tuesday 26
Wednesday 27
Thursday 28
Friday 29
Saturday 30
Sunday 31
3 May
10 May
17 May
24 May
May 2026



SAM2 has now been positioned on White Hart Street and will be in place until the end of June

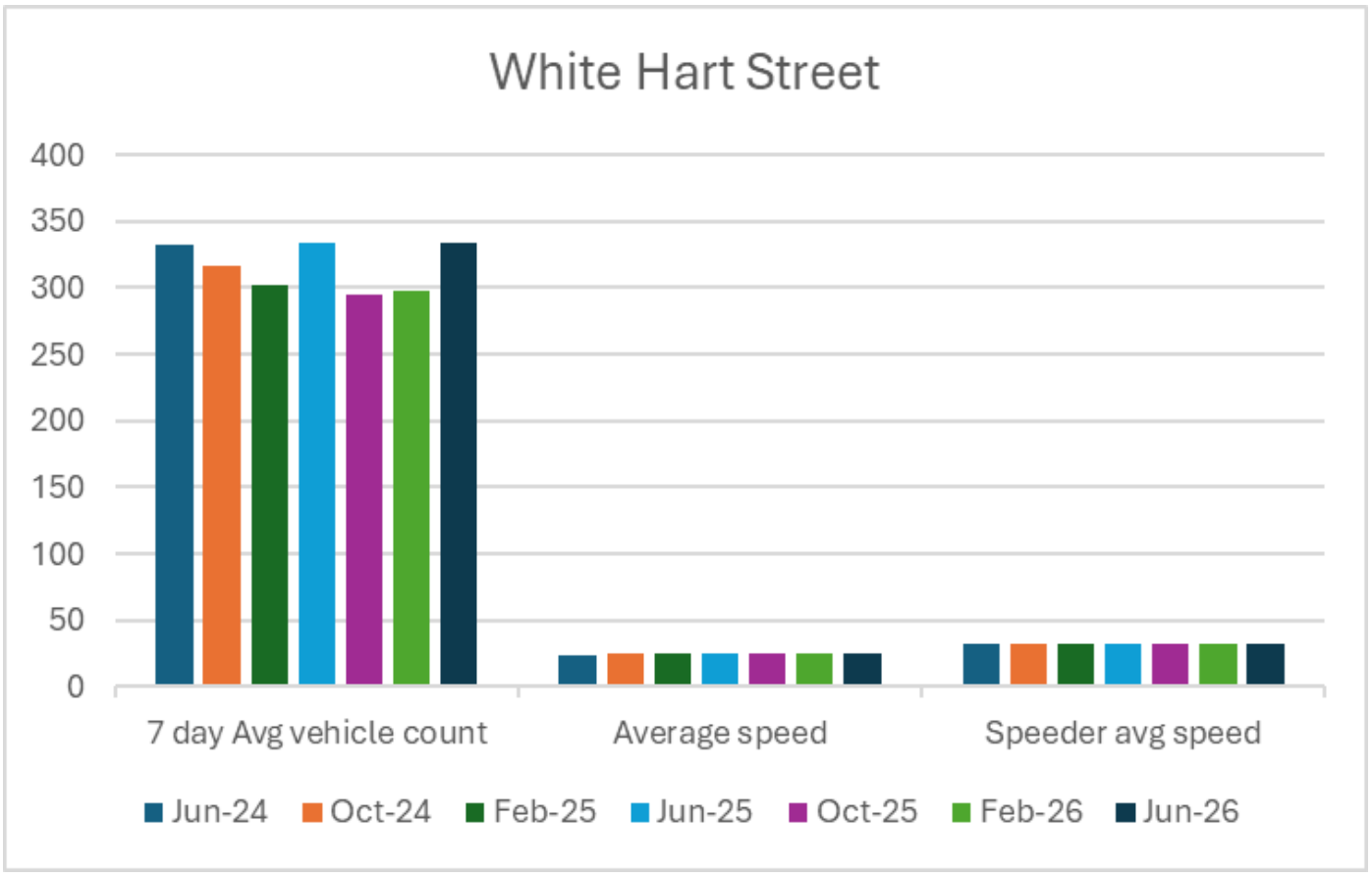
Report compiled on 31/05/2026

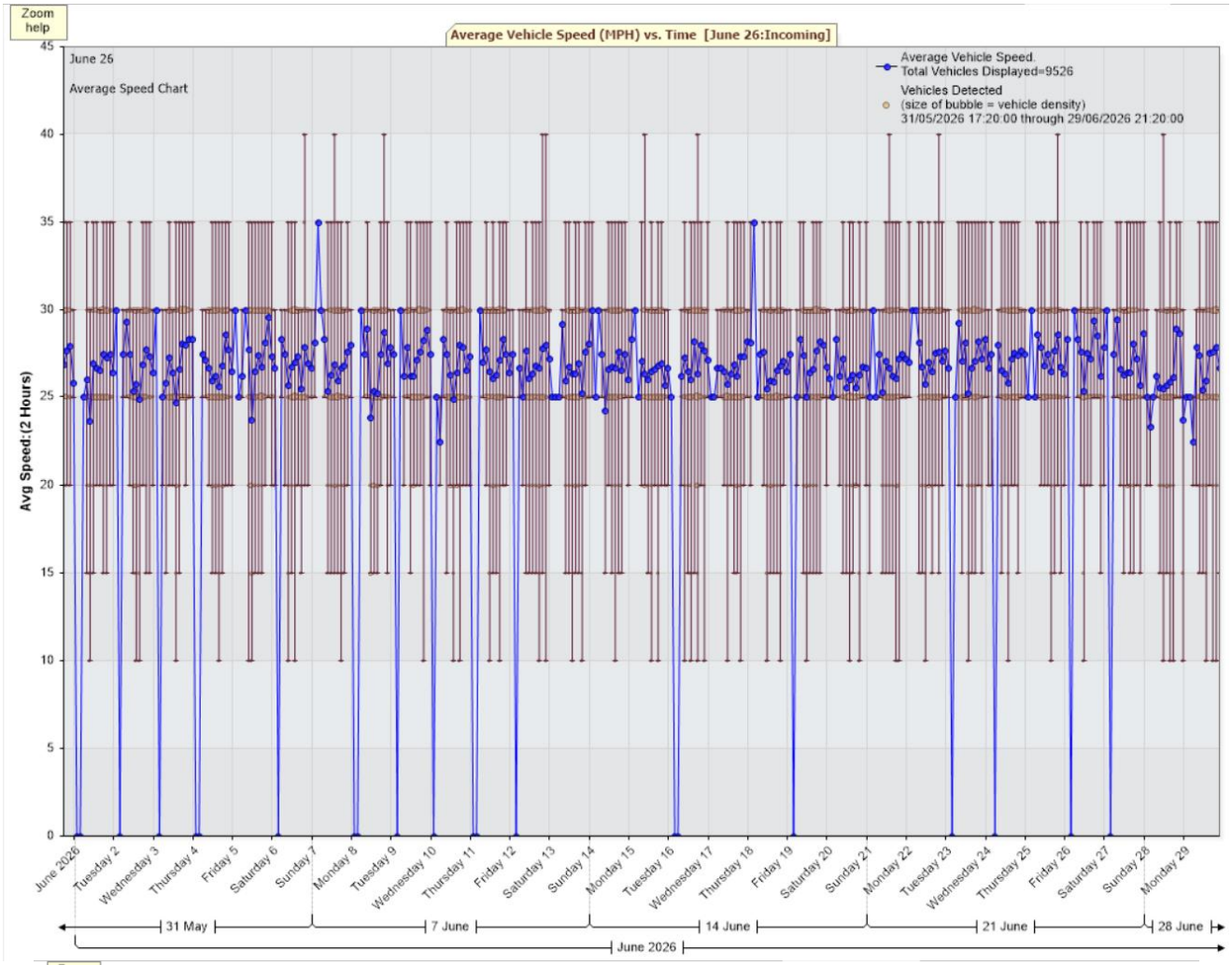
Sam2 Report:- Foulden Parish Council Meeting

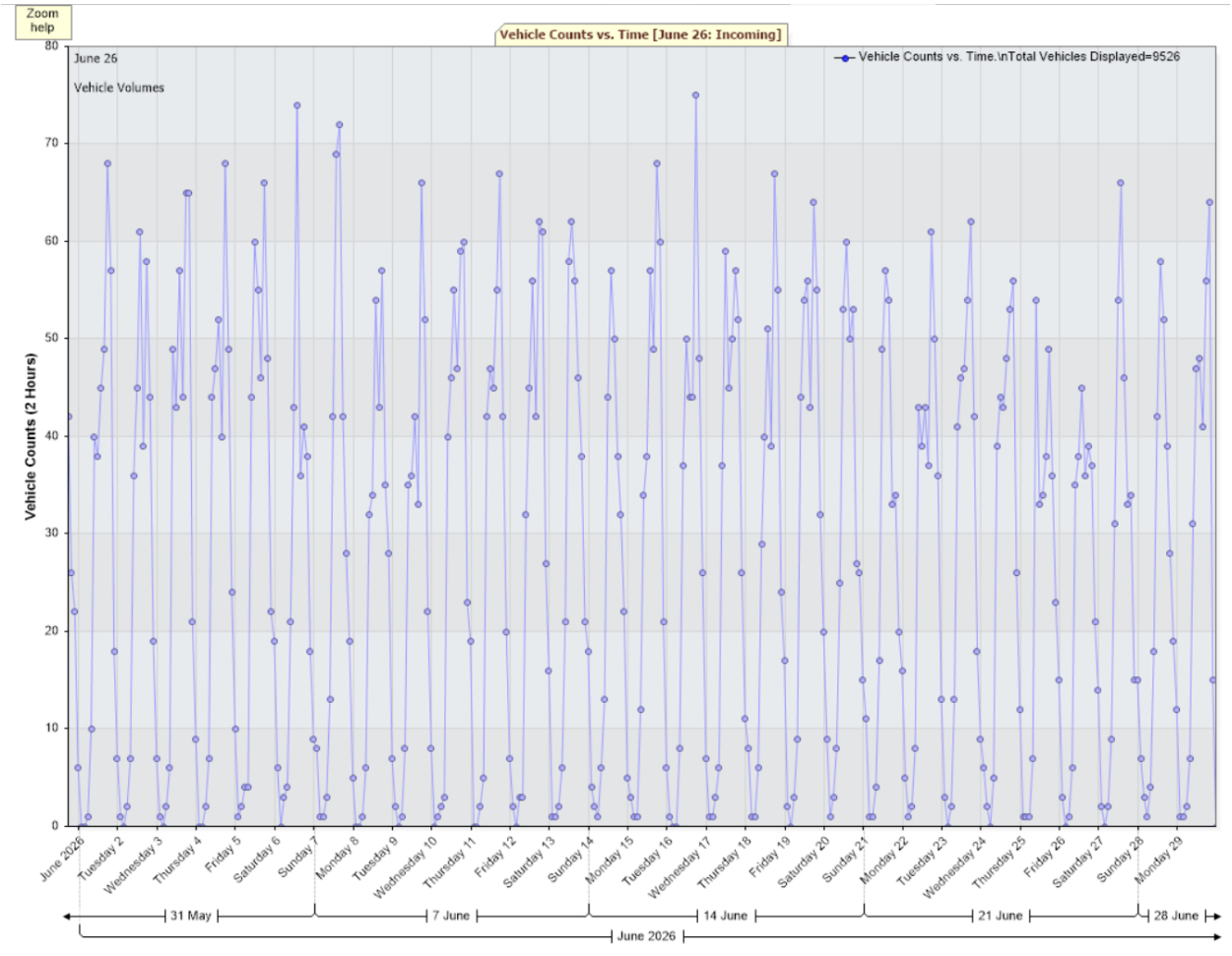
Placement:- White Hart Street – 01/06/2026 to 29/06/2026 (29 days).

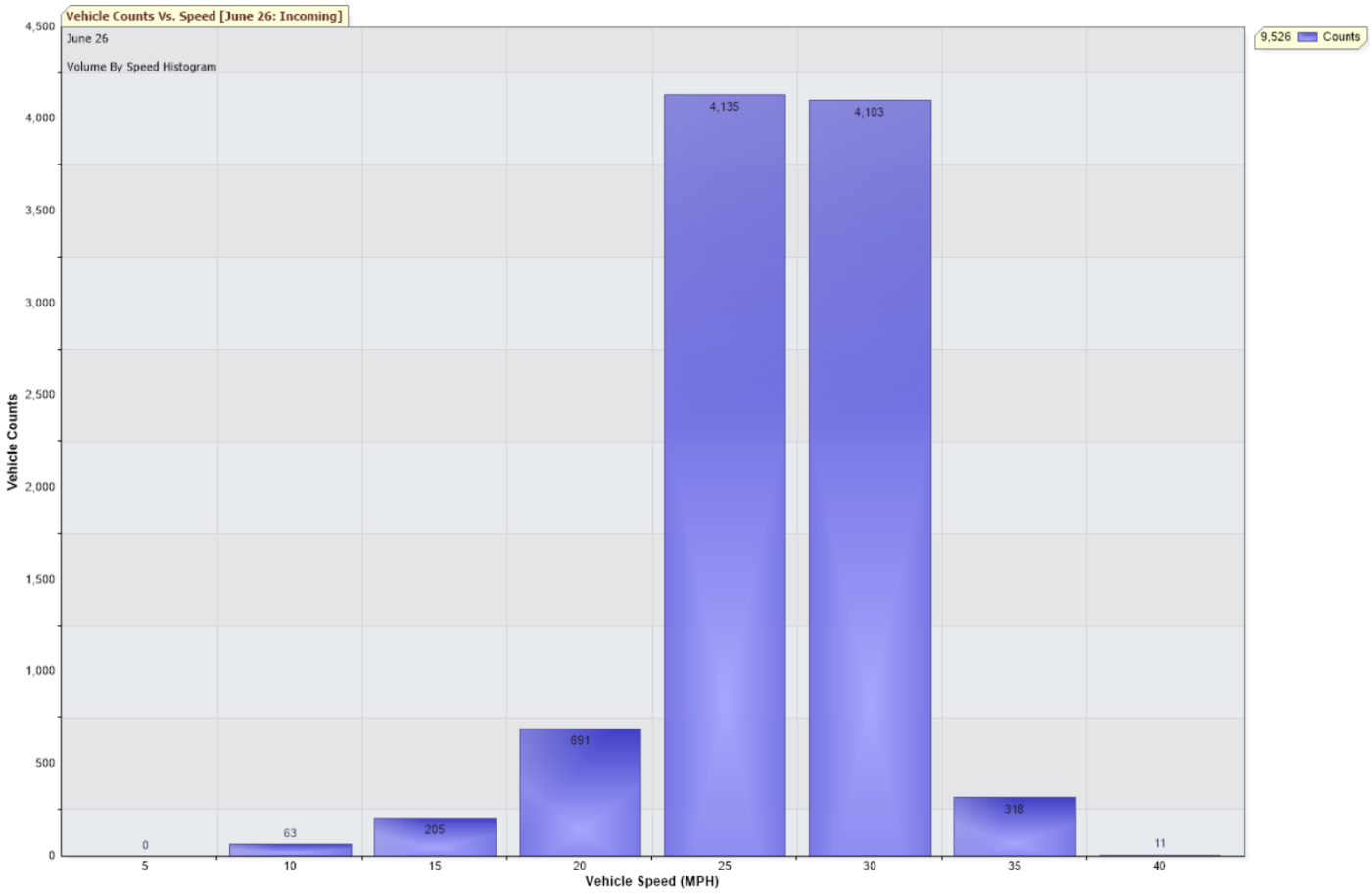
Volumes:-
Total no. of vehicles counted over period = 9526
7 day average = 319
5 day average (Mon-Fri) = 334
AM Peak (11:00 –12.00) = 28
PM Peak (17:00 – 18:00) = 29

Speed:-
Set speed limit = 30.0 mph
Average speed = 24.3 mph
Max Speed Recorded = 40mph 06/06/2026 @ 17:55
Average count over limit = 47
Percentage of vehicles exceeding the limit =3.46%
Average speed of vehicles exceeding the limit = 32.6 mph




Zoom help
Average Vehicle Speed (MPH) vs. Time [June 26:Incoming]
June 26
Average Speed Chart
Average Vehicle Speed.
Total Vehicles Displayed=9526
Vehicles Detected
(size of bubble = vehicle density)
31/05/2026 17:20:00 through 29/06/2026 21:20:00
Avg Speed:(2 Hours)
0
5
10
15
20
25
30
35
40
45
June 2026
Tuesday 2
Wednesday 3
Thursday 4
Friday 5
Saturday 6
Sunday 7
Monday 8
Tuesday 9
Wednesday 10
Thursday 11
Friday 12
Saturday 13
Sunday 14
Monday 15
Tuesday 16
Wednesday 17
Thursday 18
Friday 19
Saturday 20
Sunday 21
Monday 22
Tuesday 23
Wednesday 24
Thursday 25
Friday 26
Saturday 27
Sunday 28
Monday 29
31 May
7 June
14 June
21 June
28 June
June 2026


Zoom help
Vehicle Counts vs. Time [June 26: Incoming]
June 26
Vehicle Volumes
Vehicle Counts vs. Time.\nTotal Vehicles Displayed=9526
Vehicle Counts (2 Hours)
0
10
20
30
40
50
60
70
80
June 2026
Tuesday 2
Wednesday 3
Thursday 4
Friday 5
Saturday 6
Sunday 7
Monday 8
Tuesday 9
Wednesday 10
Thursday 11
Friday 12
Saturday 13
Sunday 14
Monday 15
Tuesday 16
Wednesday 17
Thursday 18
Friday 19
Saturday 20
Sunday 21
Monday 22
Tuesday 23
Wednesday 24
Thursday 25
Friday 26
Saturday 27
Sunday 28
Monday 29
31 May
7 June
14 June
21 June
28 June
June 2026



Sam2 is now active at Tallon End. It will be in this placement from 29/06/2026 to 31/07/2026 and then moved to School Road.

Report compiled on 29/06/2026

Foulden Parish Council Data Audit

Person completing the Data Audit: Sarah Hunt
Role: Clerk
Date: 29th June 2026

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals , is a further impact assessment needed?
Supplier Information and bank details	Supplier	No	No	To enable payment	Contractural necessity	Detailed on invoices.	Invoices issued to councillors with payment request and available for public inspection	Unity Bank to enable payment.. Councillors to verity payment. Auditor with invoices.	Only held by bank n/a	No
Employee bank details	Employee	No	No	To enable payment	Contractural necessity	Saved on bank account with unity only. Council does not retain information.	No.	Unity Bank to enable payment	Only held by bank n/a	No
Employee details	Employee	Yes	No - consent is not an appropriatelegal basis to process personal data for staff	Necessary for office admin	Legal Obligation - comply with employment & equality law/report to HMRC	Kept securely by Clerk and not shared.	No	HMRC	N/A	No
Councillors names, add & contact details	Individual Councillors	No	Forms completed by all councillors giving permission for disclosure of any personal contact information	Communication	Legal Obligation To allow communication.	Whilst councillor is in post	Yes - annually	As agreed with councillor.	n/a	No

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals , is a further impact assessment needed?
Contact details of residents	Incoming communi cations	No	No	To keep record if relevant – can be shared with councillors or outside agencies.	discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant	No	Councillors or outside agencies if necessary.	n/a	n/a
Contact details of External agency contacts	Incoming and outgoing communi cation	No	No	To undertake the work of the Council	Discharge of councils statutory function and powers	Only shared on a need to know basis – deleted once no longer relevant.	No	No	n/a	n/a

What Data is held?	Where did the data come from?	Is the Data Sensitive? *	Has there been positive unambiguous consent? ie opt in consent	Why is it kept?	What is the legal basis for keeping it?	How long will the data be kept and is kept securely?	Is there a procedure for checking data accuracy?	Will the data be shared with anyone?	If the data is shared, has the external source confirmed its security procedures?	If the data is of high risk to individuals , is a further impact assessment needed?
Electoral Roll	District Council	No	No	The purpose of parish council administration. eg, facilitating co-options (checking candidates are on the electoral roll), and to confirm that a resident wishing to purchase a plot in the cemetery is actually a resident (higher fee for non-residents)		Locked cabinet	n/a	No	n/a	n/a
Volunteers	Volunteer	No	No	Communication	Public Interest	Locked cabinet and until volunteer leaves	No	No	n/a	n/a

* e.g. racial or ethnic origin, political opinions, sexual orientation, religious beliefs, trade union membership, physical or mental health or condition, sexual life or orientation, genetic data and biometric data

FOULDEN
PARISH COUNCIL

Planning Protocol

This procedure sets out how Foulden Parish Council considers planning matters on which it is consulted by a Planning Authority. It considers:

- the consultation period for planning applications is 21 days, which means that not all planning applications can be considered by Foulden Parish Council at a scheduled Full Council meeting.
- The Council believes parishioners are best served by the Parish Council responding to applications in a timely fashion;
- to ensure all consultations on planning applications are dealt with in time, the Parish Council has appointed the Clerk to facilitate the responses of the Council to planning matters.

The Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken by:

- the Parish Council as a whole; or
- by the Clerk acting on the outcome of an email consultation with Parish Councillors.

PLANNING PROTOCOL

Options For Responding To Planning Applications

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received:

Option 1
If there is a scheduled Council meeting before the end of the consultation period then the Clerk will place the matter on the agenda for that meeting, and any decision will be taken at that meeting.

Option 2
If there is no scheduled Council meeting before the end of the consultation period, the Clerk will alert all members of the Parish Council to the application via email. Councillors will be asked to consider the application (as per agreed procedures at meetings of the Council, any councillor with a material interest in the application to be considered will be asked to declare such interests as required by the Parish Council Code ofConduct and will take no part in the discussion of the application or the resulting vote).

FOULDEN
PARISH COUNCIL

Councillors will be requested to respond to the Clerk's email within the deadline given. The deadline will be no less than five clear days from when the email was sent. Councillors shall respond to the Clerk's email in one of three ways: 'no objection', 'objection' or 'extraordinary meeting requested'. If the response is 'objection', the reasons for objection must be clearly stated. If the response is 'no objection', councillors may choose to include comments with their response.

If at least two members of the Parish Council (or the Chairman of the Council) request an extraordinary meeting to further discuss the planning application, then an extraordinary meeting will be arranged within the consultation period and any decision will be taken at that meeting.

If an extraordinary meeting is not duly requested before the Clerk's nominated deadline, then any response by the Council shall be deemed to have been delegated to the Clerk. The Clerk will consider all responses received from councillors to determine the outcomeof the Council's 'vote' (as per the Council's Standing Orders, in the case of an equality of votes the Chairman of the Council will be asked to exercise his casting vote, whether or not he gave an original vote).

If the outcome of the Council's vote is 'no objection' the Clerk will respond to the planning consultation request with a simple 'no objection' (further comments may be included at the Clerk's discretion, based on any comments made by councillors).

If the outcome of the Council's vote is 'objection' the Clerk will submit this objection to the Planning Authority alongside the reasons for the Council's objection (to be compiled at the Clerk's discretion based on any reasons for objection stated by councillors).

The Clerk's written response to the planning application consultation will be duly noted at the next scheduled Parish Council meeting.

Procedures At Meetings of The Council

- In those cases where a planning application comes before a full meeting of the Parish Council, then any residents will be able to speak at the meeting during public participation.
- If a request is received from the applicant to speak to the Parish Council then this will normally be permitted, unless the Parish Council (by a majority decision) determines otherwise.
- Any councillor with a material interest in an application to be considered will take no part in the debate, unless invited to speak by the Chairman, and will not be entitled to vote on any relevant motion.
- The Council shall consider the application in public session and will decide on what response, if any, shall be provided.

Date of policy: March 2024
Date of meeting: 5th March 2024
Policy effective from: 1st February 2024

Accessibility statement for

Fouldenparishcouncil.gov.uk

This accessibility statement applies to fouldenparishcouncil.gov.uk

How accessible this website is

We know some parts of this website are not fully accessible although the majority is:

- some older PDF documents are not fully accessible to screen reader software

Feedback and contact information

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email; clerk@fouldenparishcouncil.gov.uk
- call 07587275910

We'll consider your request and get back to you within 28 days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact: Parish Council Clerk via e-mail at clerk@fouldenparishcouncil.gov.uk or call 07587275910

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Technical information about this website's accessibility

Foulden Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website is not compliant with the 2 AA standard. The exemptions are listed below.

Non-accessible content

The content listed below is non-accessible for the following reasons.

Non-compliance with the accessibility regulations

Please see what we are doing to improve accessibility.

Our accessibility roadmap shows how and when we plan to improve accessibility on this website.

Disproportionate burden

Navigation and accessing information

Please see what we are doing to improve accessibility

Our accessibility roadmap shows how and when we plan to improve accessibility on this website.

Interactive tools and transactions

Please see what we are doing to improve accessibility

Our accessibility roadmap shows how and when we plan to improve accessibility on this website.

Content that’s not within the scope of the accessibility regulations

PDFs and other documents

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. We plan to either fix these or replace them with accessible HTML pages.

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they’re not essential to providing our services.

Any new PDFs or Word documents we publish will meet accessibility standards.

Live video

We do not plan to add captions to live video streams because live video is exempt from meeting the accessibility regulations.

What we’re doing to improve accessibility

Our accessibility roadmap shows how and when we plan to improve accessibility on this website.

Preparation of this accessibility statement

This statement was prepared on 14th September 2020 It was last reviewed on 8th July 2026

This website was last tested on 8th July 2026. The test was carried out by Foulden Parish Council Clerk

We used this approach to deciding on a sample of pages to test as advised on the government site under doing a basic accessibility check.

QUOTE

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

Date
17 Jun 2026

Expiry
17 Jul 2026

Quote Number
QU-1353

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 - RED DEFECT WORKS REQUIRED FOLLOWING 3 X STRUCTURAL COLUMN TESTS IN 2026.		
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
	Subtotal	7,350.00
	Total VAT 20%	1,470.00
	TOTAL GBP	**8,820.00**

Terms (if any)