FOULDEN PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on **Wednesday 2nd September 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
26th August 2026

AGENDA

1. Apologies
   1.1 To consider apologies for absence.
   1.2 To note Breckland response notifying Council they are free to co-opt to current vacancy. To consider any applications.

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 8th July 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. To consider re allocating to an alternative Councillor.
   5.2 Ash trees on Vicarage Road causing risk to property/highways. Location to be re-inspected by Highways tree team and landowner to be informed of any work required.

6. Finance
   6.1 To receive bank reconciliation to 31.7.2026 showing an adjusted bank balance of £18566.72.
   6.2 Payments and receipts:
      6.2.1 To authorise the payments attached at Appendix A, plus any received prior to the meeting date.
      6.2.2 To note receipts:
      Breckland District Council Recycling received 7.8.26 £234.56
      To agree payment to Village Hall Charity for the sum of £234.56.
   6.3 To receive budget against expenditure to 31.07.2026.
   6.4 To note that Mr Simon McMahon is no longer a signatory on the Parish Council account. Signatories are: Cllr J Green, Cllr S Parker, Cllr B Parnham, Cllr S Pye, Cllr N West. To receive confirmation that all signatories can access the account.
   6.5 To receive quotation from G Fendick landscaping for 2027 grounds maintenance and consider whether to instruct the clerk to obtain alternative quotations.

6.6 To review the decision taken February 2026. Community Asset Transfer from Breckland District Council to Foulden Parish Council. Land at School Road and Vicarage Close.

6.7 To receive year end documents from PKF Littlejohn:
To consider the final external auditor report and agree any necessary actions. Financial Risk Assessment and Risk Management Policy agreed May 2026 meeting. New website now online. Standing Orders updated May 2026. Incorrect 'notice of public rights' published –noted.

6.8 Cozens invoice 10817 – Streetlight Structural Testing – unpaid from July £360.00. To agree payment.

6.9 To consider quotation QU1396 – to replace column outside No. 14 Walnut close.

7. 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/2026/1072/POWA. Land East of School Road, Foulden. Approval of Clause 1.1.2 of Schedule 1 of the S106 agreement dated 21st March 2019 for the outline planning permission 3PL/2017/1603/O – Approval of the identity of the provider and the timetable for provision of the Affordable Dwellings as part of the Approved Affordable Housing Scheme subject to the reserved matters permission 3PL/2021/0437/D. FOR INFORMATINO ONLY, NO RESPONSE REQUIRED.

7.1.2 PL/2026/1044/HOU - Hythe Farmhouse, 1, Hythe Road, Foulden, IP26 5AH. Proposed removal and replacement of existing rear single storey extension, proposed two Storey side extension, replacement first floor flat roof structure, installation of double glazed roof lantern to flat roof, removal and replacement of existing double garage. No comment sent between meetings.

7.1.3 PL/2026/1034/HOU - ELM TREE LODGE Tallon End, Foulden, Thetford, Norfolk, IP26 5AL. Erection of a single-storey, open-fronted, oak-framed double cart lodge on the existing driveway, sited to the side of the dwelling's front elevation. No comment sent between meetings.

7.2 To note any decisions taken: NONE.

8. Correspondence.

8.1 Email from a resident within the Parish. To consider items raised:

8.1.1 To consider that the Council prepare an emergency plan.

8.1.2 To consider the speed 'along the top road' being 60mph and any action that can be taken.

8.1.3 To consider a list of volunteers who are prepared to be summoned in the event that a defibrillator is deployed within the Parish.

8.2 Breckland Local Plan – Commencement of Regulation 19 Consultation and Gypsy and Traveller Call for Sites. Published on facebook and website. Previously circulated.

8.3 To note receipt of updated bus timetable for Foulden.

9. Highways Matters/Footpaths.

9.1 To note the receipt of the Highways 50/50 Parish Partnership funding invitation for 2027/28 and consider any suitable projects.

10. Administrative matters.

10.1 To receive summary of H R Changes in law following training session attended by Clerk. Previously distributed.
10.1.1 To receive and agree Menopause Policy.
10.2 Website Accessibility Statement – to note this is provided by RLS Computers and updated on the website as necessary.
10.3 To agree attendance at the Westcotec/SAM2 trainnig session on 9th September at 2pm at a cost of £12.50/each. Mr Neil West, Mrs Sarah Hunt to attend.
10.4 To note attendance of Mr Neil West and Mrs Sarah Hunt to the Anglian Water stakeholders webinar at 6pm on the 3rd September.
10.5 To note that the wreath for remembrance day has been ordered. To agree placing of wreath.

11. Trees
11.1 To receive a quotation from Ravencroft Arboricultural Services to undertake an updated tree inspection. To consider instructing.
11.2 Ash Tree in Village Hall grounds – works undertaken 25th August 2026.

12. Streetlights.
12.1 Maintenance Contract – expired 31.8.26.
To receive quotations and agree instruction for maintenance contract:
Cozens.
Pearce and Kemp
K & M Lighting
12.2 Electricity Supply – Current supplier advises a budget cost of around £520.00 for April 2026. Advised that all unmetered supplies are changing to 0.5 hourly consumption tariffs. Alternatives being investigated.

13. Public Forum.

14. To receive items for the next agenda.
Budget and Precept setting.

15. To note future meeting dates:
November 4th 2026 6pm Parish Council Meeting
January 2027 tbc
March 2027 tbc – Parish Council and Annual Parish meeting.

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting on the grounds that it could involve the likely disclosure of private and confidential information

16. To consider the alterations of the terms and conditions of employment by offering Pension provision.
16.1 To consider and agree which pension scheme to offer.
17. To note Clerks leave and consider cover during absence. To delegate authority.

APPENDIX A

Payee	Reason	Nett £	VAT £	Gross £	
Foulden Village Hall	Meeting 8th July 2026	15.00		15.00	
Sarah Hunt	August Salary/homeworking	543.84		543.84	PAID
HMRC	August	93.56		93.56	DDR
Sarah Hunt	Sept Salary/homeworking	543.84		543.84	
HMRC	September	93.56		93.56	DDR
Cozens UK Ltd	Maintenance June/July/Aug	37	7.40	44.40	
Starboard Systems (SCRIBE)	August accounts software subscription (21155)	24.00	4.80	28.80	DDR
Starboard Systems (SCRIBE)	September accounts software subscription	24.00	4.80	28.80	DDR
Unity Bank	Bank Fees July payable 31.78.26	7.00		7.00	DDR
P K F Littlejohn	External Audit	210.00	42.00	252.00	

Signed: Dated: 2nd September 2026

FOULDEN PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting held on **Wednesday 8th July 2026**
at **6.00pm in Foulden Village Hall**

Present: Cllrs C Balding, S McMahon, S Parker, S Pye, N West (chair)
Clerk: Mrs Sarah Hunt
Members of the Public: 3

1. Apologies were RECEIVED and ACCEPTED from:
   Cllr J Green – alternative Commitment.
   Cllr B Parnham – unavailable.

2. Declaration of Interests.
   None.

3. The minutes of the Parish Council meeting held on 13th May 2026 were AGREED as a true and correct record and signed by the Chair.

4. Public Forum.
   4.1 Members of the public.
   Point 9.1 was discussed, it was explained that the Parish Council has no remit with regard to the footpath being reinstated as the definitive map. Sources of information would include Norfolk County Council and the County Councillor Mr Scott Hussey.
   4.2 District Councillor Mr Scott Hussey absent.
   4.3 County Councillor Mr Scott Hussey absent.

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. Ongoing.
   5.2 Next meeting
   5.3 Heartsine Defibrillator Pads – now received. Noted.
   5.4 Streetlights – 7 Bracket replacements now completed. Noted.
   5.5 Noted that no councillors had contacted the clerk with issues logging into Scribe.
   5.6 Noted that the insurance has been renewed as instructed. Community Action Suffolk £707.10.

6. Finance
   6.1 RECEIVED bank reconciliation to 31.6.2026 showing an adjusted bank balance of £22,416.93. Reconciliation signed as agreeing with Bank Statements presented.
   6.2 It was RESOLVED to APPROVE payments attached as at Appendix A, PROPOSED Cllr S Parker, seconded Cllr C Balding.
   6.3 Noted 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 RECEIVED and REVIEWED budget against expenditure to 30.06.2026

6.4 It was RESOLVED to appoint Sonya Blythe as the Internal Auditor – Council gave consideration to her independence of Council and previous audits at a cost of £135.00. PROPOSED Cllr C Balding, seconded Cllr S McMahon.

6.5 NOTED that notification received from P K F Littlejohn that the AGAR was received on 15th May 2026.

6.6 NOTED 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 be considered as part of the budget setting process commencing September when 2026/27 anticipated spend is more accurate. Headings would be: Asset maintenance; Asset replacement; election; clerk absence; tree care; technology replacement.
Thought to be given to the life expectancy of each asset when considering earmarked reserves for replacement.

7. Planning

7.1 To consider any applications received from Breckland District Council as consultee

7.1.1 PL/2026/0784/HOU – 68 School Road, Foulden, IP26 5AA. 2 storey rear extension. No comment.

7.2 To note any decisions taken: NONE.

7.3 Email NOTED from Breckland that the Local Plan is going to cabinet on the 13th July – Public consultation 31st July to 16th September if approved. Clerk to publish on website/facebook.

8. Correspondence.

8.1 Norfolk Local Access Forum introductory Email. NOTED.

9. Highways Matters/Footpaths.

9.1 Footpath 1 – realignment of footpath to reflect definitive map. A notice has been placed on land adjacent by Norfolk County Council who are handling this matter. Any queries should be directed to them.

9.2 Foulden to Didlington Road – Update. Road marking. Mobile non-permanent signage. Cllr S McMahon continues to try to source the non-permanent signage and is in contact with the Highways Officer.

9.3 Application to upgrade two public rights of way. Cllr S McMahon reported that the latest updates are available on the Norfolk County Council website.

10. Administrative matters.

10.1 SAM2 reports. NOTED.

10.2 Data Audit – REVIEWED and AGREED.

10.3 Planning Protocol– REVIEWED and AGREED.

10.4 Website Accessibility Statement – REVIEWED AND AGREED.

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

11. 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 . NOTED

11.2 Updated tree inspection was recommended for December 2026 (18 months from previous). Clerk was instructed to obtain an up to date quotation from the same company to re-inspect so that this can be undertaken and any necessary work quoted for inclusion in the 2027/28 budget. Additional quotes for survey to be obtained if necessary – Clerk.

12. Streetlights.

Quotation received for the replacement of 3 No.structural columns with defects – £7,350.00. Survey undertaken for £300.00 (see invoices). Cozens advise that they 'require replacing asap'.

It was NOTED by Councillors that originally the survey invoice stated that columns 9004, 9005 and 9006 (concrete) had been surveyed. These were already earmarked for replacement in due course as highlighted in the documents from Cozens following survey at the end of 2025.

On seeking clarification Cozens then said that the survey took place on columns 2017, 2018, 2019 – steel columns - and the documents previously issued identifying the concrete columns had been incorrect.

It was confirmed to the meeting that these steel columns were numbered to reflect their year of erection and that it was given that the lifespan would be considerably longer.

In the absence of any report giving detailed information over the reason for failure and definitively naming the Columns beyond doubt Councillors were not minded to approve the quotation.

Clerk/Chair to obtain a better understanding of which columns require replacing and what issues are causing the need prior to any works being instructed.

To note that council is bound to the maintenance contractor to undertake these works – Clerk has requested a copy of the maintenance contract to verify this information provided by the Contractor verbally.

13. Public Forum.

Councillors were asked if they had any knowledge to enable residents to identify the ownership of land within the parish.
Recommended downloading the data from the Land Registry.

14. To receive items for the next agenda.

September Agenda – Streetlight electricity supply. Comparisons with other councils – alternatives to current provider.
November meeting.

15. To note future meeting dates:
    2026
    September 2nd 6pm Parish Council Meeting
    November 4th, 6pm Parish Council Meeting
    2027
    January tbc
    March tbc

The meeting closed at 6.38pm

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
S Hunt	Refund Ink purchased	11.87	2.37	14.24	
Fendicks Landscaping	June/July grass cutting	300.00	60.00	360.00	

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 31/07/2026			
	Cash in Hand 01/04/2026			3,031.87
	ADD			
	Receipts 01/04/2026 - 31/07/2026			28,391.49
				31,423.36
	SUBTRACT			
	Payments 01/04/2026 - 31/07/2026			12,950.20
A	**Cash in Hand 31/07/2026** (per Cash Book)			**18,473.16**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2026	0.00	
	Unity Current	31/07/2026	1,477.90	
	Unity Savings	31/07/2026	17,088.82	
				18,566.72
	Less unpresented payments			93.56
				18,473.16
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**18,473.16**
	A = B Checks out OK			

Created by Scribe

Foulden Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 23/08/2026)

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	28.00		28.00		
5	Communications									60.00					
6	Office/Admin costs									400.00	125.87		125.87		
7	insurance									700.00	707.10		707.10		
8	Information Technolog									250.00	310.20		310.20		
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	25.00		25.00		
24	contingency									500.00					
	SUB TOTAL									**4,015.00**	**1,670.09**		**1,670.09**		

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	2,705.00		2,705.00		
33	asset purchase										1,507.59		1,507.59		

Foulden Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 23/08/2026)

	SUB TOTAL								**2,937.00**	**4,771.85**		**4,771.85**		

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						234.56		234.56	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**	**27,850.20**		**27,850.20**	**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	1,350.00		1,350.00		
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 23/08/2026)

25	play equipment mainte								1,000.00						
	SUB TOTAL								**5,800.00**	**2,550.00**		**2,550.00**			

		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	2,258.48		2,258.48		
2	HMRC Payments									1,500.00	194.56		194.56		
	SUB TOTAL									**7,500.00**	**2,453.04**		**2,453.04**		

Summary

TOTAL						**26,962.00**	**28,626.05**		**28,626.05**	**21,562.00**	**11,444.98**		**11,444.98**		

12. Land Transfer from Breckland District Council.

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

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

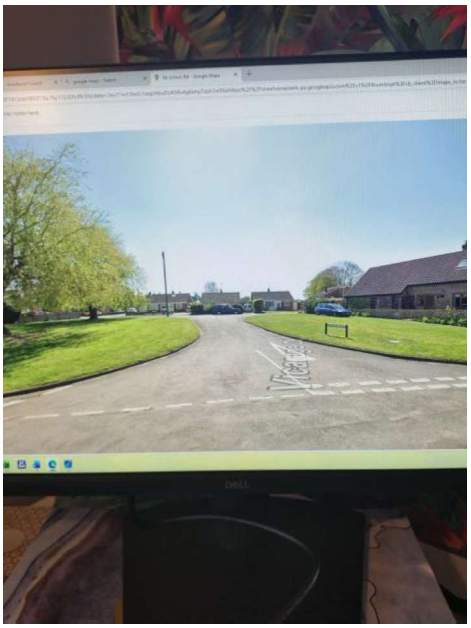
1. School Road





2. Vicarage Close





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

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

8.1

I am once again asking that the council prepare an Emergency Plan for our village, especially in light of a major blaze in Suffolk, and the fire which destroyed homes in Ashill in 2022. TODAY there was a news item on the BBC News App re Norfolk on the Ashill incident and how their Parish Council set up their plan AFTER the event. Fabian Eagle is also mentioned. It is not enough for the Utility Companies and the Emergency Services to respond to a serious incident as explained to the attendees at a Parish Meeting some time ago, nor for the Parish Councillors not willing to continue with the work that was started by a current Councillor assisted by myself, nor for the Council to ask for resident volunteer(s) to do so. The Parish Council should be leading such an important piece of work, particularly in this changing climate.
I will send you both the article in a separate email although Chair, I have sent you this item in a message already today.
I would also like to point out that Highways should be approached again regarding the speed limit along the top road being 60. I have already flagged up my concerns with our MP Mr Jermy and will be in contact face to face with him in the coming month.
Thirdly, as the list of volunteers willing to answer the call for the defibrillator is a few years old now, could I ask if the list is/has been updated and if so could parishioners have this updated list of volunteers, especially as I am aware there are residents in our village with heart confitions.
Please could I respectfully ask that the above issues are properly discussed as new items rather than dismissed as not being relevant as they have come up before?