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	