FOULDEN PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on **Wednesday 4th November 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
29th October 2026

AGENDA

1. Apologies and Councillor Matters.
   1.1 Election of Vice-Chairman.
   1.2 To consider apologies for absence and RESOLVE to agree absence of B Parnham if not present.
   1.3 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 2nd September 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 To confirm the remembrance wreath has been received.

6. Finance
   6.1 To receive bank reconciliation to 31.9.2026 showing an adjusted bank balance of

Unity Savings *502	£ 14,672.04
Current Account *126	£ 2,919.04

   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: 16.9.26 VAT RETURN £1,510.02. 30.9.26 Interest £83.22
   6.3 To receive and review Asset Register. To receive confirmation this will be uploaded to website.
   6.4 To review ear marked reserves and consider recommendations.
   6.6 To receive end of year projections for 2026/27.To review draft budget and agree 2027-2028 final budget.
   6.7 To consider and agree precept for 2027-2028.
   6.8 To consider any need for an investment and reserves policy.
   6.9 To note account mandate and consider any changes.

7. Planning
   7.1 To consider any applications received from Breckland District Council as consultee and note any responses sent between meetings:
   NONE
   7.2 To note any decisions taken:.
   NONE
8. Correspondence.
   8.1 To consider a request from the Foulden Parochial Charities to appoint Mr Stephen Ward as a Trustee.
   8.2 Email – Keep Britain Tidy – Great British Spring Clean 12 – 28 March 2027. Parish councils can sign up to pledge a litter pick from January 2027.
   8.3 Longmarsh Green Energy Consultation 15 October to 26 November – to consider any response. Documents available online here: https://longmarshgreenenergy.co.uk/documents
   8.4 Email – Deputy Leader Breckland – National Scheme of Delegation for Planning Applications. For information.
   8.5 Norfolk County Council – Local List for Validation of Planning Applications Consultation Draft, 2026: Invitation to respond to consultation

9. Highways Matters/Footpaths.
   9.1 'SLOW' road marking on carriageway – response from Highways. This will be in the 2027/28 financial year.
   9.2 Bend area by The Mill on Didlington/Foulden Road. To receive Highways response to request for any possible traffic calming measures. Note: No allowance within budget for Highways 50/50 funding projects.

10. Administrative matters.
   10.1 To consider any additional councillor undertaking playground inspection – to agree any necessary training.
   10.2 To consider and adopt the Disciplinary Policy.
   10.3 To consider and adopt the Equality Policy.
   10.4 To consider and adopt the Expenses Policy.
   10.5 To consider and adopt the Grand and Donations Policy.
   10.6 To consider and adopt a Scheme of Delegation.
   10.7 To consider and adopt the Volunteer Policy.

11. Trees
   11.1 To receive tree survey from Ravencroft Arboricultural Services to undertake an updated tree inspection. Next inspection due April 2028.
   11.2 To consider recommendations and any quotations received.

12. Streetlights.
    To note a complaint regarding the lights on School Road not being on at 5am (prior to clocks going back). These are on a part-night cell. They are programmed to switch off at midnight and come back on again in the early morning – 5 or 6am.
13. Public Forum.

14. To receive items for the next agenda.
    Streetlight energy contract – ongoing investigation.

15. To note future meeting dates:
    January 20th 2027
    March 17th 2027 – Parish Council and Annual Parish meeting.
    May 19th 2027 - Annual Parish Council meeting.
    July 21st 2027
    15th September 2027
    17th November 2027

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. Staffing.
    16.1 To consider the resolution 'that Foulden Parish Council resolves, under Regulation 3(1) of the Local Government Pension Scheme Regulations 2013 that Sarah Hunt, Parish Clerk and RFO) shall be eligible to join the Local Governmetn Pension Scheme from 1st January 2027'.
    16.2 To consider the application from the Locum Clerk for the permanent position at Foulden.
    16.3 To confirm delegation to Chair to cover Clerks holiday absence - forwarding of all incoming emails to Chair email address and answerphone to have Chair telephone number for emergency contact for the period of clerks annual leave.

APPENDIX A

Payee	Reason	Nett £	VAT £	Gross £	
Sarah Hunt	Refund SLCC membership (pro-rata)	82.35		82.35	
Sarah Hunt	Oct Salary/homeworking *	700.51		700.51	PAID
HMRC	October	162.14		162.14	DDR
Sarah Hunt	Nov Salary/homeworking**	559.23		559.23	
HMRC	November	100.46		100.46	DDR
Starboard Systems (SCRIBE)	October accounts software subscription (23053)	24.00	4.80	28.80	DDR
Starboard Systems (SCRIBE)	November accounts software subscription	24.00	4.80	28.80	DDR
Unity Bank	Bank Fees Aug/Sept/Oct/Nov/Dec payable at the end of the following month. (£7/month)	35.00		35.00	DDR
Pearce and Kemp	September streetlight Maint.	14.25	2.85	17.10	PAID
G Fendick	Grass cutting Inv 499	900.00	180.00	1080.00	PAID
Pearce and Kemp	October streetlight Maint. 74206	14.25	2.85	17.10	
Pearce and Kemp	November streetlight Maint.	14.25	2.85	17.10	
Church	Donation for grass cutting	250.00		250.00	
ICO	Registration renewal (18.10.2027	47.00		47.00	DDR
Cozens (UK) Ltd	September Streetlight Maint.	15.00	3.00	48.00	
Hilborough parish Council	Westcotec Training (N West)	12.50		12.50	
Community Action Norfolk	Membership	50.00		50.00	
Ravencroft Tree Servs	Inv. 3123 Tree Survey	450.00	90.00	540.00	

*includes national pay increase backdated to April 1st 2026.

** at new rate

FOULDEN PARISH COUNCIL

Minutes of an Ordinary Parish Council Meeting held on **Wednesday 2nd September 2026** starting at **6.30pm in Foulden Village Hall – late start due to quoracy.**

Present: Cllrs C Balding (late), J Green, N West.

1. Apologies
   1.1 Cllr B Parnham – family commitment. Cllr S Parker – family commitment. Cllr S Pye – health.
   1.2 Thanks were expressed to Simon McMahon for his help in moving projects forward during his tenure as Councillor. NOTED Breckland response Council is 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)
   Cllr J Green declared his trusteeship of the Village Hall and took no part in discussion or voting for item 6.2.2.

3. The minutes of the Parish Council meeting held on 8th July 2026 were AGREED as a true and correct record and signed by the Chair.

4. Public Forum.
   4.1 No matters were raised by members of the public.
   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. To be considered at Annual Parish Council meeting in May 2027.
   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. NOTED.

6. Finance
   6.1 To receive bank reconciliation to 31.7.2026 showing an adjusted bank balance of £18566.72, 31.8.2026 showing an adjusted bank balance of £18,135.08. Bank statements were checked against the reconciliation and signed as agreeing by Cllr J Green.
   6.2 Payments and receipts:
      6.2.1 It was RESOLVED to make the payments attached at Appendix A, PROPOSED Cllr C Balding, seconded Cllr J Green.
      6.2.2 To note receipts:
      Breckland District Council Recycling received 7.8.26 £234.56
      It was RESOLVED to make payment to Village Hall Charity for the sum of £234.56 as previously budgeted. PROPOSED Cllr Balding, seconded Cllr West.
   6.3 RECEIVED and NOTED budget against expenditure to 31.07.2026.
   6.4 NOTED 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. All

signatories present confirmed they could access the account. Councillors not present to notify clerk of any issues.

6.5 Quotation from G Fendick landscaping for 2027/28/29 Grounds maintenance received. It was RESOLVED to award the contract for a 3 year period. PROPOSED Cllr N West, seconded Cllr J Green;
Year 1 – Recreation Ground £95.00/cut
Village Hall £55.00/cut
Year 2 – Recreation Ground £100.00/cut
Village Hall £55.00/cut
Year 3 – Recreation Ground £100/cut
Village Hall £60.00/cut

6.6 Councillors reviewed the decision taken February 2026 as requested by Breckland District Council. Community Asset Transfer from Breckland District Council to Foulden Parish Council. Land at School Road and Vicarage Close. It was AGREED not to change the original decision and not to take the land from Breckland as offered.

6.7 RECEIVED year end documents from PKF Littlejohn:
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 – Council will answer 'no' to this on the governance return for 2026/27.

6.8 Cozens invoice 10817 – Streetlight Structural Testing – unpaid from July £360.00. It was RESOLVED to make this payment. PROPOSED Cllr West, seconded Cllr Balding.

6.9 To consider quotation QU1396 – to replace column outside No. 14 Walnut close. To be reviewed when new maintenance contract awarded – Report from Cozens now says inspection due 2028, not that the column should be replaced.

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 INFORMATION 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. It was NOTED that the Council had decided not to undertake this work in April and with no volunteer within the community prepared to take it on that decision would stand. District and County have plans and authority in place and contact the Parish Council if any local events necessitate their support.

8.1.2 To consider the speed 'along the top road' being 60mph and any action that can be taken. This is the Didlington to Foulden Road. The Council continues to pursue options and is currently working on initiatives on the bend by The Mill and will continue to do so. It was NOTED that there is a footpath between Vicarage Road and White Hart Street for safe pedestrian travel.

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. It was confirmed that Council holds no such list.

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

8.3 NOTED receipt of updated bus timetable for Foulden.

9. Highways Matters/Footpaths.

9.1 NOTED the receipt of the Highways 50/50 Parish Partnership funding invitation for 2027/28. Highways to be asked regarding the possibility of any signage by The Mill.

10. Administrative matters.

10.1 NOTED summary of H R Changes in law following training session attended by Clerk. Previously distributed.

10.1.1 The Menopause Policy was AGREED with the removal of the paragraph on training for management staff.

10.2 Website Accessibility Statement – NOTED that this is provided by RLS Computers and updated on the website as necessary.

10.3 It was AGREED for the attendance of Cllr N West and Mrs Sarah Hunt at the Westcotec/SAM2 training session on 9th September at 2pm at a cost of £12.50/each.

10.4 NOTED the attendance of Mr Neil West and Mrs Sarah Hunt to the Anglian Water stakeholders webinar at 6pm on the 3rd September.

10.5 NOTED that the wreath for remembrance day has been ordered. Chair to place on behalf of the Parish Council.

11. Trees

11.1 The meeting received the quotation from Ravencroft Arboricultural Services of £450.00 to undertake an updated tree inspection. It was RESOLVED to instruct Ravencroft to enable the costings to be included within the budget should any further works be necessary.

11.2 Ash Tree in Village Hall grounds – works undertaken 25th August 2026. NOTED.

11.3 It was NOTED that the Clerk is attending an online Clear Councils course on 'managing tree related liability through Autumn and Winter 2026.'

12. Streetlights.

12.1 Maintenance Contract – expired 31.8.26.

The following quotations were reviewed and it was RESOLVED to instruct Pearce and Kemp to undertake the maintenance contract at the quoted price of £14.25/month to 31st August 2029.
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. NOTED.

13. Public Forum.
Discussion was held over the installation of the footpath on the Recreation Ground - It was confirmed this is not a Parish Council matter.

14. To receive items for the next agenda.
Budget and Precept setting.
Election of Vice-Chair.

15. To note future meeting dates:
November 4th 2026 6pm Parish Council Meeting
January 20th 2027
March 17th 2027 – Parish Council and Annual Parish meeting
May 19th 2027 – Annual Parish Council meeting.

It was RESOLVED 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. The meeting considered the alterations of the terms and conditions of employment by offering Pension provision. The Clerk was asked to include the costs of the LGPS scheme in the budget for consideration by full council.
17. The meeting NOTED the Clerks leave. It was RESOLVED to delegate authority to the Chair in the clerks absence – Laptop and Telephone to be held by Cllr N West in case of any planning applications that need responding to during the Clerks absence. All non urgent work to await the clerk's return.

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	
Sarah Hunt	Refund – stamps	18.20		18.20	
Treelink	Tree 3414	850.00	170.00	1020.00	
Foulden Village Hall	Recycling credit	234.56		234.56	
Cozens	Survey – inv 10817	300.00	60.00	360.00	

The meeting closed at 8pm

Signed: Dated: 2nd September 2026

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 30/09/2026			
	Cash in Hand 01/04/2026			3,031.87
	ADD			
	Receipts 01/04/2026 - 30/09/2026			30,219.29
				33,251.16
	SUBTRACT			
	Payments 01/04/2026 - 30/09/2026			16,240.76
A	**Cash in Hand 30/09/2026** (per Cash Book)			**17,010.40**
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2026	0.00	
	Unity Current	30/09/2026	2,619.04	
	Unity Savings	30/09/2026	14,672.04	
				17,291.08
	Less unpresented payments			280.68
				17,010.40
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**17,010.40**
	A = B Checks out OK			

Created by Scribe

Village Gate (Pair)	New	Assets	25.9.24	£1,394.62	£1,000.00	Entrance to village from Hilborough	10 years	
Village Gate (Pair)	New	Assets	25.9.24	£1,394.62	£1,000.00	Entrance to village from Oxborough	10 years	
Village Gate (Pair)	New	Assets	25.9.24	£1,394.62	£1,000.00	Entrance from Didlington	10 years	
litter bin	New	Assets	29.5.2025	£174.95	£150.00	Highways Verge outside recreation field	8 years	120 litres
Noticeboard - replacement for disposal	New	Assets	9.4.26	£740.18		LH Side of Village hall car park entrance	5 years	
Noticeboard - replacement for disposal	New	Assets	9.4.26	£740.18		Green at junction of white hart street and Hillborough Road	5 years	
Noticeboard - replacement for disposal	New	Assets	12.2.2026	£741.40		school road 'dip'.	5 years	
Parcel of Land Approx 0.962 acres	Existing	Assets		£1.00	£1.00	HIGHWAYS CHARITY OS171 - Clench pit part of green site of VH.		
parcel of land appro 1-2 acres	Existing	Assets		£1.00	£1.00	HIGHWAYS CHARITY OS 298 & 299 Wheat Furlong		
climbing wall	Existing	Assets	5.9.2025	£7,250.00	£7,250.00	recreation ground		
3 x prohibited signs and post	Existing	Assets	13.1.2020	£327.72	£327.72	recreation ground		
double ski trainer OF1-12	Existing	Assets	24.3.2018	£1,250.00	£1,500.00	recreation ground		
Rowing machine OF2-13	Existing	Assets	24.3.2018	£1,250.00	£1,500.00	recreation ground		
air walker OF2-01	Existing	Assets	24.3.2018	£1,250.00	£1,500.00	recreation ground		
Cross trainer OFC-06	Existing	Assets	24.3.20158	£1,250.00	£1,500.00	recreation ground		
grass mats under equipment	Existing	Assets	24.3.2018	£2,082.50	£3,500.00			
nest group swing SWG01	Existing	Assets	24.3.2018	£2,550.00	£3,500.00			
carlton two climbing frame	Existing	Assets	24.3.2018	£3,510.00	£5,000.00	recreation ground		
toddler cradle swing	Existing	Assets		£1.00	£1,200.00	recreation ground		
toddler spring elephant	Existing	Assets		£1.00	£650.00	recreation ground		
toddler multi play climbing frame	Existing	Assets		£1.00	£7,500.00	recreation ground		
basket ball goal	Existing	Assets		£1.00	£450.00	Recreation Ground		
end goal	Existing	Assets	recreation ground	£1.00	£300.00	Recreation Ground		
1 park bench	Existing	Assets		£1.00	£600.00	Recreation Ground		
land 2 acres	Existing	Assets		£1.00	£1.00	Recreation Ground		
caloo seat	Existing	Assets	13.4.2021	£5,976.00	£5,976.00			
SAM2	Existing	Assets	1.10.2020	£3,428.00	£3,700.00	1 - Outside No. 40 school rd. 2 - Outside Woodcroft, White Hart St.		
defibrillator	Existing	Assets	13.3.2019	£1,999.00	£2,500.00	outside wall of Village hall.		
Laptop	Existing	Assets	10.3.25	£369.17	£369.17	parish clerk	3 years	
Litter Bin	Existing	Assets	9.12.25	£234.90	£234.90	Junction White Hart St and School Rd		
Litter Bin	Existing	Assets	4.4.2018	£1.00	£350.00	Junction White Hart St and Becketts End		
Litter Bin	Existing	Assets	4.4.2018	£217.29	£350.00	junction white hart st and hillbrough road		
Dog Bin	Existing	Assets	unkown	£1.00	£180.00	School Road 'dip'		
Dog bin	Existing	Assets	Uknown	£1.00	£180.00	Near recycle Centre/Village Hall	5 years	
Noticeboard	Disposed	Assets	1.6.2007	£201.00	£750.00	Green at junction of white hart street and Hillborough Road	5 years	
Noticeboard	Disposed	Assets	unkown	£1.00	£761.40	school road 'dip'.	5 years	
Noticeboard	Disposed	Assets	unkown	£1.00	£750.00	LH side of VH car park entrance	5 years	
Noticeboard	Disposed	Assets	28.11.24	£741.40	£741.40	Next to recycle centre village hall	5 years	
Village Highways Sign	Existing	Assets	unkown	£1.00	£4,000.00	Entrance to village on Oxborough Road		
Village Highways Sign	Existing	Assets	unkown	£1.00	£4,000.00	Entrance to village on didlington road		
Streetlight	Existing	Assets	unknown	£1.00	£650.00	9003 Tallon End opp Elm Tree Lodge - wooden post mounted - 18 LED Lamp	5 years	
Streetlight	Existing	Assets	unknown	£1.00	£2,000.00	9004 Uptons Way opp No. 2 concrete post - LED Lamp	5 years	
Streetlight	Existing	Assets	unknown	£1.00	£650.00	9002 White Hart Street junction - School Rd - wooden post mouinted - 27 LED Lamp	5 years	
Streetlight	Existing	Assets	unknown	£1.00	£650.00	9001 White Hart Street outside Trevanna - wooden post mounted - 18 LED Lamp	5 years	
Streetlight	Existing	Assets	unknown	£1.00	£2,000.00	9016 Hythe Road outside Farm Houses	7 years	
Streetlight	Existing	Assets	unknown	£1.00	£2,385.00	9017 Walnut Close outside No. 14 galvanised post - 18 LED Lamp	7 years	
Streetlight	Existing	Assets	unknown	£1.00	£2,000.00	9006 Walnut Close outside No. 26 concrete post - 18 LED Lamp	7 years	
Streetlight	Existing	Assets	unknown	£1.00	£2,000.00	9005 Walnut Close outtside No. 21 - concrete post - 18 LED Lamp	9 years	
Streetlight	Existing	Assets	unknown	£1.00	£650.00	9012 - Vicarage Rd, Outside No. 5 wooden post mounted. 18 LED Lamp	9 years	
Streetlight	Existing	Assets	unknown	£1.00	£650.00	9011 Vicarage Road Opp No. 15 - wooden post mounted - 18 LED Lamp	9 years	
Streetlight	Existing	Assets	unknown	£1.00	£650.00	9010 Vicarage Rd, outside Rec Ground - wooden post mounted - 18 LED Lamp	9 years	
Streetlight	Existing	Assets	unknown	£1.00	£2,385.00	9019 School Rd Near Walnut Cl. f/path - galvanised post - 18 LED Lamp	9 years	
Streetlight	Existing	Assets	unknown	£1.00	£2,000.00	9018 School Rd outside the flates - galvanised post - 18 LED Lamp	9 years	
Streetlight	Existing	Assets	unknown	£1.00	£650.00	9015 School Rd Junction Hythe Rd. Wooden post mounted - 27 LED Lamp	9 years	
Streetlight	Existing	Assets	unknown	£1.00	£650.00	9014 School Road outside No. 80 wooden post mounted - 18 LED Lamp	9 years	
streetlight	Existing	Assets	unknown	£1.00	£650.00	9013 School Road outside No. 7 wooden post mounted - 18 LED Lamp	9 years	
streetlight	Existing	Assets	unknown	£1.00	£650.00	9008 School Road Near No. 46 wooden post mounted - 18 led lamp	7	
streetlight	Existing	Assets	unknown	£1.00	£650.00	9009 School Road ouside no. 609 wooden post mounted 18 LED Lamp	9 years	
streetlight	Existing	Assets	unknown	£1.00	£650.00	9007 School Road Opp No. 28 (The Dip) 18 LED Lamp wooden post mounted	7	
public seat	Existing	Assets	unknown	£1.00	£600.00	Near School Road and White Hart Street Junction	5 years	

Foulden Parish Council
Reserves Balance
2026 - 2027

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Total					
TOTAL RESERVE					
GENERAL FUND					
TOTAL FUNDS					15,165.79

Foulden Parish Council

Budget Worksheet

(Between 01/04/2027 and 31/03/2028)

		2026-2027	Apr - Sep							2026-2027		2027-2028	
Administration													
PAYMENTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
3	Audit costs	425.00	340.00							340.00	85.00	150.00	External audit fee to be refunded.
4	Bank Charges	72.00	42.00	7.00	7.00	7.00	7.00	7.00	7.00	84.00	-12.00	154.00	increased to £7.00/month for 2026.27
5	Communications	60.00			10.00	10.00	10.00			30.00	30.00	60.00	phone credit bi monthly.
6	Office/Admin costs	400.00	196.07	26.00	26.00	26.00	26.00	26.00	26.00	352.07	47.93	400.00	
7	insurance	700.00	707.10							707.10	-7.10	800.00	
8	Information Technology	250.00	358.20					190.00		548.20	-298.20	500.00	includes accounting software subscription.
9	Legal/consultancy	500.00									500.00	500.00	to general reserves if not utilised during year.
10	Memberships/subscriptions	370.00	263.92		82.35					346.27	23.73	523.00	NPTS, SLCC, Microsoft
11	Data Protection	48.00		48.00						48.00		48.00	ICO Membership
12	website	340.00					190.00			190.00	150.00	210.00	annual website fee only.
13	training	200.00	80.00		12.50					92.50	107.50	200.00	councillor and clerk.
14	Meeting Room Hire	150.00	40.00		15.00		15.00		15.00	85.00	65.00	100.00	increase allowed for.
24	contingency	500.00										0.00	towards unexpected expense
	SUB TOTAL	**4,015.00**	**2,027.29**	**81.00**	**152.85**	**43.00**	**248.00**	**223.00**	**48.00**	**2,823.14**	**691.86**	**3,645.00**	

Assets

PAYMENTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
17	defibrillator	270.00						240.00		240.00	30.00		pads due feb 2027
20	street lights electricity	500.00	522.26							522.26	-22.26	600.00	
21	streetlights - maintenance	152.00	74.00	14.25	14.25	14.25	14.25	14.25	14.25	159.50	-7.50	171.00	Pearce and Kemp £14.25/month
22	Streetlights (Misc)	300.00									300.00	300.00	steel column structural survey- repeated,
23	Streetlights - works	1,715.00	3,005.00							3,005.00	-1,290.00	2,600.00	column 9004 replacement
33	asset purchase		1,507.59							1,507.59	-1,507.59		noticeboards during 2026.27
	SAM 2											200.00	Batteries for SAM 2.
	SUB TOTAL	**2,937.00**	**5,108.85**	**14.25**	**14.25**	**14.25**	**14.25**	**254.25**	**14.25**	**5,434.35**	**-2,497.35**	**3,871.00**	

Grants and Donations

PAYMENTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
15	village hall	300.00	234.56							234.56	65.44	200.00	recycling credit donation?
27	church grass cutting	250.00			250.00					250.00		250.00	Assuming request comes in November - 2027/28?
28	community grants	400.00									400.00		
	SUB TOTAL	**950.00**	**234.56**		**250.00**					**484.56**	**465.44**	**450.00**	
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
28	community grants		775.85							775.85	775.85		
	SUB TOTAL		**775.85**							**775.85**	**775.85**	**0.00**	

income

PAYMENTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
30	recycling	300.00									300.00		No payments made.
	SUB TOTAL	**300.00**									**300.00**	**0.00**	
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**75**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
29	bank interest	30.00	133.63			75.00				208.63	178.63	200.00	
30	recycling		234.56							234.56	234.56	200.00	to be donated to village hall?
31	precept	26,932.00	26,932.00							26,932.00			
32	HMRC Refund		633.23							633.23	633.23		
	SUB TOTAL	**26,962.00**	**27,933.42**			**75.00**				**28,008.42**	**1,046.42**	**400.00**	

Open Spaces

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
16	grass cutting	2,550.00	1,350.00		900.00	300.00				2,550.00		2,550.00	
18	tree risk assessment	450.00			450.00					450.00			No inspection due 2027
19	treeworks and surveys	1,800.00	2,050.00							2,050.00	-250.00	1,800.00	Inspection due October 2026
25	play equipment maintenance	1,000.00									1,000.00	500.00	
	SUB TOTAL	**5,800.00**	**3,400.00**		**1,350.00**	**300.00**				**5,050.00**	**750.00**	**4,850.00**	

s137

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
26	s137	60.00			25.00					25.00	35.00	60.00	wreath.
	SUB TOTAL	**60.00**			**25.00**					**25.00**	**35.00**	**60.00**	

Staffing

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
1	Clerks Salary	6,000.00	3,294.16	674.51	605.45	605.45	605.45	605.45	605.45	6,995.92	-995.92	7,500.00	
2	HMRC Payments	1,500.00	381.68	162.14						543.82	956.18		Gross figures used - tax variable - all in salary code.
	Pension											1,450.00	19.5 per cent of gross salary - uplifted for payrise.
	SUB TOTAL	**7,500.00**	**3,675.84**	**836.65**	**605.45**	**605.45**	**605.45**	**605.45**	**605.45**	**7,539.74**	**-39.74**	**8,950.00**	

	TOTAL PAYMENTS	**21,562.00**	**14,446.54**	**931.90**	**2,397.55**	**962.70**	**867.70**	**1,082.70**	**667.70**	**21,356.79**	**-294.79**	**21,826.00**	
	TOTAL RECEIPTS	**26,962.00**	**28,709.27**			**75.00**				**28,784.27**	**1,822.27**	**400.00**	

		b/f	
		22/23	£11,246.00
Bank balance as at 30.9.26		23/24	£10,848.00
Savings account Unity *502	£14,672.04	24/25	£5,118.00
Current Account *126	£2,919.04	25/26	£3,032.00
	£17,591.08	26/17 est.	£10,755.00
Less anticipated payments	£6,910.25		
plus anticipated income	£75.00		

End of year projection: £10,755.83 to be retained as general reserve (recommendation between 6 - 12 months general reserve).

BUDGETED EXPENDITURE £21,826.00

Suggested EARMARKED RESERVES:
to accrue annually by sum shown.

Asset Maintenance	£1,000.00	
Noticeboard replacement	£200.00	
Election	**£2,000.00**	Total sum to remain static.
Clerk Absence	£250.00	
Tree care	£500.00	
Technology Replacement	£150.00	
SAM 2	£250.00	
Defibrillator	£500.00	
Streetlight replacement	£750.00	
Public seat	£100.00	
	£5,700.00	

Total budget and earmarked **£27,526.00**
last years precept £26,932.00 £594.00 increase

BAND D CALCULATION

2026/2027	158.3	£170.13	
2027/2028	162.2	£169.70	on £27526.00

For zero increase: **27595.09** **162.2** **170.1300247**

2027 is an election year - £75.00 uncontested or £1543.67 contested.

8.3

From: Longmarsh Green Energy <info@longmarshgreenenergy.co.uk>
Sent: 15 October 2026 10:05
To: Longmarsh Green Energy <info@longmarshgreenenergy.co.uk>
Subject: Introducing Longmarsh Green Energy

Please see the letter below.

Thank you.

Longmarsh Green Energy Community Consultation – 15 October to 26 November 2026

We are writing to introduce you to Longmarsh Green Energy and inform you about the start of a six-week community consultation.

Longmarsh Green Energy is a proposed solar energy generation, battery energy storage and co-located data centre campus in west Norfolk. It would connect into the existing transmission network substation at Walpole, providing secure renewable energy, produced in the UK.

At the same time, the data centre campus – essential infrastructure for the modern economy and expected to attract over £25bn investment in the region – would support digital services people use every day and contribute to the UK's objective of AI sovereignty. It would provide thousands of construction jobs, over 500 direct operational roles and support a further 1,500 additional jobs.

The project location is driven by the availability of confirmed near-term grid capacity at Walpole which, as you may be aware, is a key challenge to the achievement of the UK's decarbonisation targets.

The community consultation will run until the 26 November 2026. Our design includes measures and commitments to reduce local effects, and we would particularly welcome feedback on these elements and suggestions regarding how Longmarsh Green Energy could support local community projects and initiatives.

We have written to residents about our proposals, how they can find out more and how they can respond to the consultation.

Please visit our website: longmarshgreenenergy.co.uk to find out more about the project and download our Community Consultation Leaflet. The website also includes an online feedback form.

If you have questions or require further information, please get in touch by calling 0800 246 1782 or emailing info@longmarshgreenenergy.co.uk.

Yours sincerely

Conor McNally

Longmarsh Green Energy

8.4 National Scheme of Delegation for planning applications

Dear Town and Parish Council colleagues,

I am writing to you regarding the Government's National Scheme of Delegation for planning applications in England, introduced as part of its wider reforms, and to express my disappointment at the impact these changes will have on local democratic oversight.

On Thursday, 15 October, Breckland Council formally voted at Full Council to introduce this new scheme. This ensures that the Council is compliant with national legislation, however it is not a step that we would have chosen to take, and I am deeply disappointed that we are required to implement arrangements that diminish local democratic accountability.

Under the new arrangements, smaller and more technical applications (known as Schedule 1 applications) will be determined by officers. Larger or more complex Schedule 2 applications may continue to be considered by planning committees where they meet the prescribed criteria.

Breckland Council is opposed to this aspect of the national scheme. In particular, the fact that councillors will no longer be able to call in any Schedule 1 application for consideration by a planning committee. I believe this represents a significant reduction in local democratic oversight. At a time when the Government is placing increasing emphasis on devolution and bringing decision-making closer to communities, it is difficult to understand why changes are being introduced that remove an important mechanism for local scrutiny.

Town and parish councils will remain statutory consultees, and their local knowledge and comments will continue to be valued. Councils are encouraged to discuss applications with their local ward councillor or councillors, who can represent local views in discussions with planning officers.

However, this does not replace the democratic accountability provided by the ability to request committee consideration. When responding to applications, we encourage town and parish councils to:

- focus on material planning considerations;
- refer to adopted local and neighbourhood planning policies where relevant;
- clearly explain the planning impacts of a proposal;
- avoid relying solely on the number of objections or the level of local concern; and
- submit responses within consultation timescales so they can be fully considered by decisionmakers.

We have made our opposition clear in writing to the Government, and we support the work being done by the Local Government Association (LGA) and the Local Councils Network (LCN) to lobby on this specific issue.

While we remain opposed to these restrictions, we will keep town and parish councils informed as the new arrangements are implemented and will provide further guidance where necessary. The national guidance is available at: Planning Committees and the National Scheme of Delegation of Planning Functions: Guidance for local planning authorities in England - GOV.UK.

Breckland Council will continue to press for a system that preserves meaningful local democratic oversight, while enabling timely and effective planning decisions.

We will be in touch shortly with proposed dates for training to help town and parish councils navigate the new arrangements and ensure that local views continue to be heard. We would be pleased to see as many of you as possible at these sessions.

Thank you for continuing to contribute your knowledge and experience to the planning process. We value your partnership and share your concern that local voices should remain central to decisions affecting our communities.

Yours sincerely,
Sarah Suggitt
Deputy Leader
Breckland Council

8.5

Please accept our apologies if you have already received this email, we have now included a link to ensure you can view the consultation documentation:

The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2026: Invitation to respond to our consultation

I am writing to inform you that Norfolk County Council (NCC) have produced a revised version of the adopted Local List, *The Norfolk County Council Local List for Validation of Planning Applications (Regulation 3 / Minerals and Waste) - Consultation Draft 2026.* **The draft documents are available to view here:** eplanning.norfolk.gov.uk/Planning/Display/LL/2026/0001.

The consultation period will be 4-weeks and will last from **Thursday 29th October 2026 TO Thursday 26th November 2026.**

Validation requirements for Planning Applications fall within two criteria, the National List and our Local List, on which we are consulting. The National and Statutory requirements for validating applications are set by the Government and are set out within the National List. An overview of the National List is set out at Making an application - GOV.UK.

The Local List is developed by NCC as the County Planning Authority (CPA) and should reflect our local needs. It is this revised draft Local List we are asking you to review and provide us with your feedback.

The Local List and National List are used together to determine whether an application has sufficient information to enable the CPA to proceed to the determination stage. If there is insufficient information then the CPA would be unable to validate the application. It may be necessary for the CPA to request additional information and clarification of any information submitted during the determination process.

The amendments ensure the Local List is in line with current guidance, statutory requirements and National and Local Policy.

The main changes are as follows (but not limited to):

- Amendments to the structure of the Local List
- Amendments to all sections of the Local List;
  - Updating the references to legislation, regulations and guidance, including the National Planning Policy Framework (NPPF)
  - Updating references to the Norfolk Minerals and Waste Local Plan
- Updated website references and links to other documents where necessary
- Added a requirement for Artificial Intelligence (AI) declaration
- Merging sustainability requirements from two statements, Net Zero Statement and Climate Change, Energy Statement, Renewable Energy and Sustainability Statement, into one Sustainability Statement
- Updated requirements for Biodiversity Net Gain

The easiest method for submitted consultation responses is by emailing your comments to mawp@norfolk.gov.uk . However, you can also respond by letter, and the relevant contact details are;

Planning Services, CES Department, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2SG.

Correspondence should be clearly marked for the attention of Sophie Mezzetti or Melody Martins.

Consultation responses will be taken into account when preparing the final version of The Norfolk County Council Local List for Validation of Planning Applications 2026, which is anticipated to be presented to Cabinet in January 2027, respectively, for members to formally adopt the Local List for Validation of Planning Applications.

Yours faithfully

Richard Greaves
Head of Planning
8.5

9.3 Highways response:

Hi Sarah,

Thank you for your email.

Having reviewed the previous advice on this location, I do not believe the view of our Network Safety Team would be any different to that provided previously. Their position was that a flashing deer warning sign would not be supported unless there was strong evidence of higher than normal levels of deer activity at the site.

Whilst I appreciate the concerns being raised relate more generally to vehicles travelling too quickly for the road conditions, I am not aware of any illuminated sign that would be considered suitable for this particular location.

The folding deer warning sign previously discussed remains a potential option and could be considered as part of a Parish Partnership Scheme application. As this is a non-illuminated sign that can be deployed during periods when deer activity is expected to be higher, it is likely to be more appropriate than a permanently illuminated installation.

If the Parish Council wishes to explore this option further, I would be happy to discuss the requirements of a PPS application.

Kind regards,

Luke Denney, Highway Engineer - South 3
Highways, Transport & Waste
Infrastructure

Foulden Parish Council
Disciplinary Policy and Procedure Adopted 4th November 2026

1. Introduction

The Council requires good standards of discipline from its employees, together with satisfactory standards of work. The purpose of the disciplinary procedure is to ensure that any concerns over employees' conduct or performance are handled in a fair, consistent and timely manner, with the intention of bringing about an improvement, and to protect the proper operation of the Council's business and the health and safety of its employees.

This procedure may be reviewed and updated from time to time. Any amendments will be notified to employees in writing, following consultation and/or notice where appropriate.

Where time limits are specified in this Policy and Procedure, they may be varied by agreement between the Council and the employee.

During the probationary period, the full disciplinary and grievance procedure will not apply.

2. Rules and Application

1.1 The following are examples of conduct/performance that will normally be addressed through implementation of the Council's disciplinary procedure:

1.a.1 Unsatisfactory work performance;

1.a.2 Breaches of Council policies and procedures;

1.a.3 Inappropriate behaviour (e.g. fighting, drunkenness, etc.);

1.a.4 Bullying, harassment or victimisation;

1.a.5 Discrimination on any of the grounds listed in the Council's Equality and Diversity and Equal Opportunity Policy : e.g. race, sex, sexual orientation, religion, disability, age, gender reassignment, marital status or ethnic origin;

1.a.6 Persistent lateness or poor timekeeping;

1.a.7 Unacceptable levels of absence, especially when unauthorised;

1.a.8 Serious or repeated failure to follow reasonable requests or instructions;

1.a.9 Abuse, misuse or neglect of Council property or facilities;

1.a.10 Bribery offences under the Bribery Act 2010; and

1.a.11 Use of Council facilities and equipment for personal reasons e.g. Council email, telephones and laptop.

1.2 Confidentiality:

2.a.1 Disciplinary matters will be handled with as high a degree of confidentiality as is practicable, particularly when the issue is of a sensitive nature.

2.a.2 Confidential records of disciplinary matters will be kept in the employee's personnel file in accordance with Data Protection legislation. Copies of meeting notes will be provided to the employee, although the Council reservesthe right to withhold certain information (e.g. to protect a witness).

1.3 Investigation:

2.3.1 The duly convened Personnel Committee of the Council will promptly and thoroughly investigate any matter that is reasonably believed to be a disciplinary matter. The employee concerned will be informed of the investigation as soon as possible and when it has been concluded.

2.3.2 The employee may be asked to attend an investigatory interview. If such an interview is held prior to a disciplinary meeting, the employee will be advised from the start that the interview is an investigatory interview.

2.3.3 The Council reserves the right to omit the investigatory interview stage and move straight to a formal disciplinary meeting.

1.4 Suspension:

4.a.1 The Council reserves the right to suspend an employee from work, normally for no more than 5 working days, while a disciplinary offence is being investigated.

4.a.2 Employees will be advised if the suspension is likely to last longer than 5 working days.

4.a.3 Suspension is not regarded by the Council as disciplinary action. The Council shall inform the employee of the reason for the suspension.

4.a.4 Employees may be suspended without pay/or on reduced pay but only if this is allowed by their employment contract and the Council is acting reasonably.

1.5 The Council reserves the right to:

5.a.1 monitor employees' activities including telephone calls, email messages and internet use at any time, whether as part of a disciplinary investigation or otherwise. Employees should therefore not consider such activities and methods of communication to be confidential when conducted at work.

5.a.2 search an employee's desk, bags, pockets, vehicle or other Council property or personal possessions where such action is considered necessary in the opinion of the Council. A search will only be carried out by an appropriate person in the presence of a witness and employees may request the presenceof a Councillor.

3. Disciplinary Procedure

1.1 Informal discussion

1.a.1 The Council will initially try to resolve disciplinary issues informally by way of an informal discussion with the employee concerned.

1.a.2 This is a two-way discussion where the Council will be able to inform the employee of their shortcomings in conduct or performance and at the same time provide the employee with the opportunity to provide an explanation.

1.a.3 The main purpose of the informal talk is to find a solution to the problem that is beneficial for both the Council and the employee.

1.a.4 Generally, cases of minor misconduct and/or unsatisfactory performance are dealt with informally. In the event of poor performance, disciplinary meetings will usually only be undertaken where counselling the employee and further training (if required) has failed to produce a satisfactory improvement to performance. However, if the informal action does not provide a solution to the problem or if the disciplinary issue is too serious to be dealt with informally, then the formal disciplinary procedure will be followed.

1.2 Written notice of intended disciplinary meeting

2.a.1 If it is decided that there is a disciplinary case to answer, the Council will write to the employee, giving them a minimum of 2 days' notice of the meeting and advising the employee of their right to be accompanied to the meeting. At the same time, the Council will provide the employee with written notice informing them that this constitutes the start of the formal disciplinary procedure and as such outline:

a.1.a.1 the alleged misconduct or poor performance and any possible consequences of these;

a.1.a.2 the improvement that is required, any timescale for achieving this improvement and any support available (if appropriate);

a.1.a.3 details as to the time and venue of the disciplinary meeting; and

a.1.a.4 notice of the employee's statutory right to be accompanied if the meeting could result in a formal warning, the confirmation of a warning or the taking of some other disciplinary action. (This statutory right can be exercised once the employee has made a reasonable request to be accompanied).

2.a.2 The employee's chosen companion will be able to address the meeting to put or sum up the employee's case as well as confer with the employee during the meeting. They may not, however, answer questions on the employee's behalf, address the meeting if the employee does not wish them to do so or prevent the Council from explaining their case. The companion can be a Councillor, trade union representative or official employed by a trade union.

2.a.3 The meeting will be scheduled in order to give the employee reasonable time to prepare for the meeting.

2.a.4 The Council will establish the facts before the meeting by collecting documents, identifying any relevant people to interview and taking statements before memories start to fade. Any requests for anonymity and confidentiality should be taken seriously. At least 2 days before the meeting, the employee should be provided with all relevant information, including statements, upon which the Council intends to rely.

2.a.5 Where the Council or an employee intends to call relevant witnesses they should give advance notice to the other party that they intend to do this. It may also be appropriate to provide copies of written evidence including any witness statements.

2.a.6 If the employee is unable to attend the disciplinary meeting at the agreed time, the Council shall offer an alternative reasonable time and date. The Council shall give at least 2 days' notice of any rearranged meeting. If the employee fails to attend the rearranged meeting the Council, taking into consideration any reasons and concluding that such failure is without good cause, is free to decide upon the matter using the evidence available. In these circumstances, the employee will be allowed to make written submissions.

1.3 Disciplinary meeting

3.a.1 A disciplinary meeting will normally be conducted by the Chair of the Council.

3.a.2 The Council committee memberes will explain the complaint against the employee and go throughany relevant evidence.

3.a.3 The employee will then be given the opportunity to present their own evidence, answer any allegations, ask questions and call relevant witnesses.

3.a.4 If the Councillors are unable to attend the meeting, such a delay should be conveyed to the employee at the earliest opportunity and a reasonable alternative should be provided to the employee.

3.a.5 Where possible, a Councillor who did not carry out the investigation will attend the meeting.

1.4 Outcome of meeting

4.a.1 As soon as possible after the conclusion of the disciplinary meeting, theChair of the Council will inform the employee what disciplinary action, if any, will be taken. If the Council finds there has been no misconduct/ poor performance, the employee will be informed of this in writing.

4.a.2 Where a minor offence has been committed, a recorded oral warning may be given. The warning will state that any further misconduct will render the employee liable to further, more severe, disciplinary action. The employee shall be informed of the period in which the warning will remain 'live' 6 months

4.a.3 *First Written Warning* - If more serious misconduct/poor performance or further minor offences are confirmed, the Council will issue a written warning setting out the complaint and stating that further misconduct or a failure to improve performance may result in further disciplinary action. This letter will include details as to the improvement required, time-scales for such improvement and details of any help that will be made available eg training. The employee shall be informed of the period in which the warning will remain 'live' 6 months and advised of their right to appeal against the warning.

4.a.4 *Final Written Warning* - If the misconduct/ poor performance is sufficiently serious or there has been further misconduct or a failure to improve since a previous written warning the Council may issue a final written warning. This will give details of the complaint and nature of the misconduct/poor performance, the improvement required, the time-scale for such improvement and details of any help available. It will also warn that failure to improve may lead to dismissal or some other contractual penalty e.g. demotion. The employee shall be informed of the period in which the warning will remain 'live'6 months and advised of their right to appeal against the warning.

4.a.5 *Dismissal / Other Penalty* - If there has been further misconduct or failure to improve performance since a final written warning the Council may dismiss the employee or take some other action short of dismissal such as demotion or disciplinary suspension. The employee will be provided with a written statement of the reasons for dismissal/or other action, the date on which the employment will terminate (if dismissed), and their right to appeal, as soon as reasonably practicable. The dismissal decision should only be taken by a manager who has the authority to do so.

4.a.6 *Dismissal without Notice* - If the Council establishes that there has been gross misconduct the employee may be summarily dismissed i.e. dismissed without notice. The Council will follow a fair disciplinary procedure before taking any decision to dismiss without notice and this will be confirmed in writing (see Gross Misconduct section below).

1.5 Appeal

5.a.1 Employees have the right to appeal against any formal disciplinary action. An appeal cannot be made against an informal oral warning. The appeal should be made in writing within 5 working days of the disciplinary decision.

5.a.2 The employee must inform the Council as to the grounds for appeal in writing, and may be accompanied to the appeal meeting. In making an appeal, the employee should state if they are appealing against the finding that they committed the alleged acts of misconduct and/or against the level of sanction imposed.

5.a.3 The Council will hear the appeal without unreasonable delay and where possible the appeal will be dealt with by Councillors, not previously involved in the case. However, where this is not practicable, the Council may utilize Councillors from other Councils as volunteers to hear the case.

5.a.4 The outcome of the appeal will be confirmed in writing within 5 working days of the meeting. Decisions made at this stage will be final and there is no further right of internal appeal.

4. Special Cases

1.1 Where disciplinary action is being considered against an employee who is an accredited trade union representative of a trade union recognised by the Council for collective bargaining purposes, the above procedure will not be followed until the Council has had a chance to discuss the matter (with the prior agreement of the employee) with a senior trade union representative or permanent union official of that trade union. The Council shall, however, be able to suspend the employee in the case of a suspected or known incident gross misconduct.

1.2 An employee being charged or convicted with a criminal offence is not in itself a reason for disciplinary action. The Council will consider whether the offence or alleged offence is one that makes the employee unsuitable for their type of work. Therefore, the Council will establish the facts of the case and consider whether the facts warrant starting the disciplinary procedure. Similarly, an employee cannot be dismissed solely because they were absent from work as a result of being remanded in custody.

5. Gross Misconduct

1.1 In the event that an employee commits an act of gross misconduct, the Council is entitled to summarily terminate the employee's contract of employment without notice or pay in lieu of notice.

1.2 The following non-exhaustive list gives examples of offences that the Council will normally regard as gross misconduct:

2.a.1 Theft, fraud, dishonesty or deliberate falsification of records;

2.a.2 Fighting, assault or other violent behaviour;

2.a.3 Deliberate damage to, or misuse of, Council property;

2.a.4 Deliberate use of internet and/or email to access or distribute material of a pornographic, offensive, obscene or inappropriate nature;

2.a.5 Incapability at work due to the effect of alcohol or drugs;

2.a.6 Possession, custody or control of illegal drugs on Council premises;

2.a.7 Serious breach of the Council's rules, policies and procedures;

2.a.8 Serious negligence which causes loss, damage or injury;

2.a.9 Conviction of a criminal offence that is relevant to the employee's employment with the Council and renders them unsuitable for their work;

2.a.10 Conduct likely to bring the Council's name into disrepute;

2.a.11 Bullying, harassment, victimisation or discrimination;

2.a.12 Accepting bribes;

2.a.13 Gross negligence;

2.a.14 Drunkenness or being under the influence of illegal drugs at work;

2.a.15 Possession or control of illegal drugs on the Council's premises;

2.a.16 Serious acts of insubordination.

1.3 If the Council decides to summarily terminate the employee's contract of employment without notice or pay in lieu of notice the Council must be acting *fairly and reasonably* to take this action rather than following the Disciplinary Procedure set out in Clause 3 above.

Foulden Parish Council

EQUALITY POLICY

Introduction

The Council encourages fair treatment and promotion of equal opportunities for everyone, regardless of their race, disability, gender, colour, nationality or national or ethnic origin.

The Council is a provider of a wide range of services to the people of the parish of Foulden and employs one clerk. We have both a legal and moral responsibility to be fair and just in all that we do. Each member of our community is entitled to expect fair and equal treatment in all dealings with the Council.

The Council recognises that it has specific responsibilities under all equality's legislation, including the Equal Pay Act (1970) amended 1990, Sex Discrimination Act (1975) amended 1986, Race Relations Act (1976) amended 2000 and Disability Discrimination Act (1995).

The Council is committed to taking effective action to achieve its goal of removing discrimination and inequitable barriers. We will make the best possible use of our resources to ensure that employment opportunities and service provision are bias free and readily accessible to people with differing needs.

Statement of Intent

The Council is committed to the elimination of discrimination and promotion of equality of opportunity for all citizens and will work towards this goal, both in the provision of services and employment.

In all its activities, the Council will endeavour to treat all people equally and fairly whether they are:

- Seeking employment with the Council or already employees of the Council.
- Users of, or potential users of, Council services or facilities owned by the Council.
- Contracting to supply services or goods to the Council.
- Seeking financial assistance from the Council.

The Council will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified.

The Council aims to make equality of opportunity an integral part of its values, policies and practices and to promote equal opportunities in the wider parish community.

In pursuit of excellence of service to the customer, the Council will seek to identify where groups or individuals. face particular disadvantages and consider how services can best respond.

The Council recognises that monitoring is essential to form a picture of what is happening in terms of employment, service delivery and to evaluate how successful the Policy is in practice, in achieving its aims and objectives. It also recognises that it must monitor and review its policies and practices to ensure that its overall intentions are being met.

Reviewed 4th November 2026

Foulden Parish Council

EXPENSES POLICY

Foulden Parish Council will make reimbursement for all or some of the expenses the Clerk or any other staff, and the Parish Councillors may meet on its behalf when incurredin performing the duties required by the Council, such as attending training or meetings on behalf of the Council.

All expense claims must be submitted enclosing original receipts.

1. Staff Expenses
Employees of the Parish Council will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Parish Council business ("other expenses") provided that the other expenses have been receipted and approved by the Parish Council.
- Small purchases such as postage or supplies in accordance with Financial Regulations.
- A fixed rate for expenses associated with home-working as set out by HMRC. This has been set at £6.00 per week by HMRC and is un-receipted. To be paid monthly.

2. Chair's Expenses
The Chair can be allocated a small annual allowance to defray the expenses of his/her office, for example attending lunch with a neighbouring parish council chairman. This to be included within the budget if available to draw down.

3. Parish Councillors' Expenses
Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by the Parish Council.

Parish Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the parish:

- Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
- For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only – made with the prior approval of the Parish Council.
- All claims are to be made promptly to the Parish Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.

Parish Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Parish Council

Foulden Parish Council

Grant Award Policy

Adopted 4th November 2026

1. The Parish Council is willing to consider requests for grants received from organisations if such an award would benefit the Parish and its residents.

   Applications will be ranked on the following basis:
   - Foulden based requests with direct benefit for Foulden Parish Council residents.
   - Foulden Parish based requests with more wide ranging benefits.
   - Norfolk based requests that directly impact on Foulden residents.

2. Each application will be considered on its merits and should be accompanied by details of the organisation and the purpose of the grant. A copy of the organisation's latest accounts and an undertaking to give a report on how the grant has been spent should be provided in requested by the Parish Council.

3. Grants may be used for either capital projects or specific revenue expenditure.

4. Applications for grant aid will be considered at the next full Parish Council meeting following receipt of the application.

5. Grant awards will be paid from the Parish Council funds, subject to the availability of such funds.

8.4 National Scheme of Delegation for planning applications

Dear Town and Parish Council colleagues,

I am writing to you regarding the Government's National Scheme of Delegation for planning applications in England, introduced as part of its wider reforms, and to express my disappointment at the impact these changes will have on local democratic oversight.

On Thursday, 15 October, Breckland Council formally voted at Full Council to introduce this new scheme. This ensures that the Council is compliant with national legislation, however it is not a step that we would have chosen to take, and I am deeply disappointed that we are required to implement arrangements that diminish local democratic accountability.

Under the new arrangements, smaller and more technical applications (known as Schedule 1 applications) will be determined by officers. Larger or more complex Schedule 2 applications may continue to be considered by planning committees where they meet the prescribed criteria.

Breckland Council is opposed to this aspect of the national scheme. In particular, the fact that councillors will no longer be able to call in any Schedule 1 application for consideration by a planning committee. I believe this represents a significant reduction in local democratic oversight. At a time when the Government is placing increasing emphasis on devolution and bringing decision-making closer to communities, it is difficult to understand why changes are being introduced that remove an important mechanism for local scrutiny.

Town and parish councils will remain statutory consultees, and their local knowledge and comments will continue to be valued. Councils are encouraged to discuss applications with their local ward councillor or councillors, who can represent local views in discussions with planning officers.

However, this does not replace the democratic accountability provided by the ability to request committee consideration. When responding to applications, we encourage town and parish councils to:

- focus on material planning considerations;
- refer to adopted local and neighbourhood planning policies where relevant;
- clearly explain the planning impacts of a proposal;
- avoid relying solely on the number of objections or the level of local concern; and
- submit responses within consultation timescales so they can be fully considered by decisionmakers.

We have made our opposition clear in writing to the Government, and we support the work being done by the Local Government Association (LGA) and the Local Councils Network (LCN) to lobby on this specific issue.

While we remain opposed to these restrictions, we will keep town and parish councils informed as the new arrangements are implemented and will provide further guidance where necessary. The national guidance is available at: Planning Committees and the National Scheme of Delegation of Planning Functions: Guidance for local planning authorities in England - GOV.UK.

Breckland Council will continue to press for a system that preserves meaningful local democratic oversight, while enabling timely and effective planning decisions.

We will be in touch shortly with proposed dates for training to help town and parish councils navigate the new arrangements and ensure that local views continue to be heard. We would be pleased to see as many of you as possible at these sessions.

Thank you for continuing to contribute your knowledge and experience to the planning process. We value your partnership and share your concern that local voices should remain central to decisions affecting our communities.

Yours sincerely,
Sarah Suggitt
Deputy Leader
Breckland Council

Foulden Parish Council
Volunteer Policy

Approved: November 2026

This policy sets out the principles for voluntary involvement in activities authorised by Foulden Parish Council. The council acknowledge that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves.

This policy applies to volunteers working on behalf of the parish council, not those employed by the council or members of the council.

Volunteers shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance.

The council may decide to set-up a volunteer database that records volunteers and some basic contact details.

Volunteer activity

1. Volunteers must inform the event supervisor (The Parish Clerk or a person appointed to the role by the Clerk) of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.

2. Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.

3. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing.

   The risk assessment should include as a minimum

   - The job or activity
   - The existing competency of volunteers
   - The circumstances of the work (eg the degree of supervision)
   - The tools and/or equipment being used
   - Training requirements

The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.

4. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the parish council.

5. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.

6. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Beachamwell Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.

7. A copy of this policy will be provided to all volunteers.

Appendix 1

VOLUNTEER AGREEMENT FORM

I _____ [Print name], volunteering for Foulden Parish Council, acknowledge that I have read, accept and adhere to the Volunteer Policy and have received any Risk Assessment necessary to undertake the work.

Signed _____

Dated: _____