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