FOULDEN PARISH COUNCIL

Draft Minutes of an Ordinary Parish Council Meeting held on

Wednesday 4th November 2026
at **6.00pm in Foulden Village Hall**

Present: Cllr C Balding, Cllr B Parnham, Cllr S Parker, Cllr N West
Clerk: Mrs Sarah Hunt
1 member of the public and District and County Cllr Scott Hussey.

1. **Apologies and Councillor Matters.**
   1.1 Election of Vice-Chairman. Mr Stephen Parker was Proposed by Cllr N West, seconded Cllr C Balding and accepted the nomination.
   1.2 It was RESOLVED to accept apologies from Cllr S Pyee – Work, Cllr J Green – health.
   1.3 NOTED Council they are free to co-opt to current vacancy. No applications.

2. **Declaration of Interests.**
   None.

3. **Minutes**
   The minutes of the Parish Council meeting held on 2nd September 2026 were AGREED as a true and correct record of the meeting and signed by the Chair.

4. **Public Forum.**
   4.1 Members of the public – no issues.
   4.2 District Councillor Mr Scott Hussey gave an update on RAF Barnham, the change in planning protocol nationally.
   4.3 County Councillor Mr Scott Hussey reported to the meeting on Local Government Reorganisation, Devolution, the County Council budget, Norse Care homes.
   Cllr S Hussey was asked to once again contact his predecessor to establish the location of the sings that were purchased with the members allowance and to try to obtain them for Foulden to borrow. Cllr N West to forward current Highways discussions to Cllr S Hussey.

5. **Updates on previous matters.**
   5.1 The meeting received confirmation that the remembrance wreath has been received by Cllr J Green. Cllr S Parker volunteered to lay this on behalf of the Parish of Foulden on Sunday 11th November at the memorial service.

6. **Finance**
   6.1 RECEIVED bank reconciliation to 31.9.2026 showing an adjusted bank balance of

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

And to 31.10.26 showing an adjusted back balance of

Unity Savings *502	£ 14,672.04
Current Account *126	£ 457.95

6.2 Payments and receipts:

6.2.1 It was RESOLVED to authorise the payments attached at Appendix A, PROPOSED Cllr S Parker, seconded Cllr C Balding.

6.2.2 NOTED receipts: 16.9.26 VAT RETURN £1,510.02. 30.9.26 Interest £83.22

6.3 The meeting REVIEWED and AGREED the Asset Register.

6.4 NOTED that currently Council has zero ear marked reserves. It was AGREED to earmark as follows:

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	

6.6 RECEIVED year end financial projections for 2026/27. REVEIWED draft budget and agreed 2027-2028 final budget. PROPOSED Cllr N West and seconded Cllr B Parnham.

6.7 It was RESOLVED to set precept for 2027-2028 at £27,595.09 which would give a zero percent increase on band D houses. It is slightly higher than last year, but the increase in Band D properties makes this possible with no additional cost to residents. PROPOSED Cllr S Parker, seconded Cllr C Balding.

6.8 It was AGREED that with current reserves there is no need for an investment and reserves policy.

6.9 NOTED Unity account mandate signatories: Cllr J Green, Cllr S Parker, Cllr B Parnham, Cllr S Pye, Cllr N West. Clerk has administrative access and can upload payments. No changes necessary – Cllrs B Parnham and B Pye to check that log on remains functional.

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:.

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. GRANTED.

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. REFUSED.

8. Correspondence.
    8.1 It was RESOLVED to appoint Mr Stephen Ward as Trustee to the Foulden Parochial Charities. PROPOSED Cllr S Parker, seconded Cllr B Parnham.
    8.2 Email – Keep Britain Tidy – Great British Spring Clean 12 – 28 March 2027. NOTED.
    8.3 Longmarsh Green Energy Consultation 15 October to 26 November – to consider any response. Documents available online here: https://longmarshgreenenergy.co.uk/documents NOTED.
    8.4 Email – Deputy Leader Breckland – National Scheme of Delegation for Planning Applications. NOTED.
    8.5 Norfolk County Council – Local List for Validation of Planning Applications Consultation Draft, 2026: NOTED.

9. Highways Matters/Footpaths.
    9.1 'SLOW' road marking on carriageway – response from Highways. This will be in the 2027/28 financial year. NOTED.
    9.2 Bend area by The Mill on Didlington/Foulden Road. RECEIVED Highways response to request for any possible traffic calming measures. Flip 'Deer Sign' acceptable. Not illuminated. NOTED.

Cllr B Parnham left the meeting.

10. Administrative matters.
    10.1 The meeting discussed additional support to undertake the playground inspection – it was RESOLVED that any necessary training be approved for anyone prepared to undertake the inspections. Clerk delegated to book training without delay for any volunteer.
    10.2 It was RESOLVED to adopt the Disciplinary Policy as presented.
    10.3 It was RESOLVED to adopt the Equality Policy as presented.
    10.4 It was RESOLVED to adopt the Expenses Policy as presented.
    10.5 It was RESOLVED to adopt the Grant and Donations Policy as presented.
    10.6 It was RESOLVED to adopt the Scheme of Delegation as presented.
    10.7 It was RESOLVED to adopt the Volunteer Policy as presented.

11. Trees
    11.1 The meeting RECEIVED and REVIEWED the tree survey from Ravencroft Arboricultural Services to undertake an updated tree inspection. Next inspection due April 2028. The absence of the inclusion of the 3 Oak Trees to be queried – it was believed that this indicated no issues, but Council would seek clarification in writing.
    11.2 The recommendations were considered and the cutting back of the overhang of the adult exercise equipment on the recreation ground added to the list of necessary works. It was RESOLVED to instruct Treelink to undertake the works as quoted for the sum of £1,600 plus VAT.

12. Streetlights.
    NOTED 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. To receive items for the next agenda.
    Streetlight energy contract – ongoing investigation.

14. 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

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

15. Staffing.
    15.1 It was RESOLVED '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 Government Pension Scheme from 1st January 2027'. PROPOSED Cllr S Parker, seconded Cllr C Balding.
    15.2 It was RESOLVE to appoint Mrs Sarah Hunt, Locum Clerk to the permanent position of Clerk/RFO from 1st January 2027. PROPOSED Cllr S Parker, seconded Cllr C Balding.
    15.3 It was CONFIRMED that the Chair cover Clerks holiday absence - Clerk to forward all incoming emails to Chair email address and answerphone to have Chair telephone number for emergency contact for the period of clerks annual leave. Chair to action any urgent emails such as planning and respond on behalf of the Council.

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