

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF FOULDEN PARISH COUNCIL

held on Thursday May 29th 2025

at The Village Hall, Foulden at 6pm

Present: Cllrs C Balding (part), J Green, S McMahon, S Parker(Chair), B Parnham, S Pye, N West,

Clerk: Sarah Hunt

10 members of the public, and District Councillor S Hussey were in attendance.

AGENDA

1. Election of Chairman.

Cllr S Parker was PROPOSED by Cllr J Green, seconded by Cllr S McMahon and elected to the Chair. Cllr S Parker signed a declaration of acceptance of office.

2. Election of Vice Chairman.

Cllr S McMahon was PROPOSED by Cllr S Parker, seconded by Cllr J Green and elected as Vice-Chair.

Cllr C Balding joined the meeting.

3. To receive and consider apologies for absence.

Apologies were RECEIVED and ACCEPTED from Cllr B Parham - health. It was noted by the meeting that Cllr Balding had sent emailed apologies to the Clerk for the March meeting, although they hadn't been received.

4. Members declarations of interest and requests for dispensations.

Cllr J Green declared an interest in item 10.1 as there was a payment to the Village Hall Charity from the Parish Council for hall hire.

Cllr S Parker declared an interest in item 8.1.1 due to his ownership of a nearby public house. He did not comment on the item and Cllr S McMahon, vice-chair, chaired the item.

5. Minutes.

It was AGREED to accept the minutes from Full Council Meeting held on 6th March 2025 as a true and correct record. They were duly signed by the chair. PROPOSED Cllr J Green, seconded Cllr N West.

6. Public Forum

6.1 Public comments.

None.

6.2 County Councillor Fabian Eagle – not present.

6.3 District Councillor Scott Hussey reported that he has been appointed a committee member of the Overseeing and Scrutiny Committee. Cllr Hussey was due to attend a megafarm meeting with Cranswick Foods, this has been delayed but may take place in June. Complaints made regarding the planning

portal had been followed up with officers at Breckland and it is understood now that the new planning portal is working as it should.

7. Updates on matters not on the agenda.

7.1 Village Questionnaire. These have been collected and results will be collated for the next meeting.

7.2 Village Resilience Plan – to be revisited once questionnaire completed.

8. Planning.

8.1 To consider planning applications received from Breckland District Council for consultation prior to the meeting and review comments submitted.

Cllr S McMahon assumed the Chair.

8.1.1 PL/2025/0581/FMIN. The change of use and extension of No. 7 White Hart Street to create 3 No. dwellings, including associated works, landscaping and infrastructure. Extension given for comments to be submitted – submission date 1st June 2025.

The application is similar to the previous. Councillors expressed concern over the long term future of the building and the impact on the village amenity of it being allowed to fall further into disrepair. No objection to be sent to Breckland.

8.2 To receive notification of any decisions from Breckland District Council.

None.

9 Administrative Matters

9.1. Employment Policies:
Next meeting.

9.2 To note that website upgrade/colour changes are in hand. The Clerk was asked to bring visitor numbers for both the website and facebook page to the next Parish Council meeting.

9.3 All councillors excepting Cllr B Pye and Cllr C Balding are now using Council issued .gov.uk emails to comply with best practice. Cllr J Green to support with this transition as all council communication now only goes to the .gov.uk email address.

9.4 Areas of responsibility for Councillors.

It was noted that Cllr N West monitors and moves the SAM2 sign, producing reports for Council.

Cllr N West has an interest in Planning and monitors the planning portal.

Cllr J Green has access to the website/emails/facebook page and is consulted on IT decisions.

Cllr S McMahon has an interest in Highways matters. Reports to be made via the Norfolk County Council website or via fix my street.

10 Finance and Governance

10.1 The meeting APPROVED the payments at Annex A and received notification of income. PROPOSED Cllr C Balding, seconded Cllr S Parker.

10.2 The meeting RECEIVED an up to date bank reconciliation as at 30.4.2025 showing:

Balance in Unity cheque account *126	£3,538.91
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|---------------------------------------|------------|
| Balance in Unity savings account *502 | £7,881.19 |
| Total available to council | £11,420.10 |
- 10.3 End of year accounts for 2024/2025:
- 10.3.1 It was RESOLVED to declare that Foulden Parish Council is an exempt authority as neither the gross income, nor gross expenditure, exceeds £25,000 for the 2024/25 financial year. PROPOSED Cllr C Balding, seconded Cllr S McMahon. The Certificate was signed by the Clerk and Chair.
 - 10.3.2 The meeting RESOLVED to APPROVE Section 1 of the AGAR, the Annual Governance Statement. PROPOSED Cllr C Balding, seconded Cllr S Parker.
 - 10.3.3 The meeting RESOLVED to APPROVE Section 2 of the AGAR, the Accounting Statements. PROPOSED Cllr N West, seconded Cllr J Green.
 - 10.3.4 The meeting RECEIVED the Internal Audit AGAR Statement.
 - 10.3.5 The full Internal Audit report to be distributed to Councillors – actions to next meeting.
Email address – to note that Foulden Parish Council already hold the domain under their control, along with specific email addresses.
 - 10.3.6 The meeting RECEIVED the analysis of variances.
 - 10.3.7 The meeting RECEIVED the end of year bank reconciliation as at 31.3.2025 showing a brought forward balance of £5,117.97.
NOTED earmarked reserves of £2,600.00. General reserves brought forward of £2517.97.
 - 10.3.8 NOTED the period for the exercise of public rights; Tuesday 3rd June 2025 to Monday 14th July 2025. Clerk to scan and send necessary paperwork to Chair enable it to be on noticeboards by 2nd June 2025.
 - 10.3.9 NOTED the VAT reclaim for 2024/25 of £577.13 has been received.
 - 10.3.10 It was RESOLVED to accept the insurance renewal with the current insurer ANSVAR through Community Action Suffolk, on the current cover.
Renewal period 1.6.25 to 31.5.26.
ANSVAR (Current insurer) - £624.08. (note increase due to wage increase and income increase).
Clear Insurance – declined to quote.
Zurich – 1 year £775.40 – 3 years £718.87 for the first year.

11 Tree works.

- 11.1 A quotation has been received to remove 5 No. Ash Trees adjacent Vicarage Road. The meeting was provided with two additional quotations for full tree surveys. It was RESOLVED to instruct Ravencroft Arboricultural Services to undertake the Survey on the village hall site (£325.00) and also the Recreation Ground (£125.00). The clerk then to obtain quotations for all necessary works. PROPOSED Cllr C Balding, seconded Cllr N West.

12 Village Matters.

- 12.1 Birdscarer operating to the East of Foulden Road. The issue is now resolved.
- 12.2 Defibrillator. Cllr N West to inspect the defibrillator – handover to be held with the Parishioner who is retiring.

12.3 SAM2 Reports.

12.3.1 RECEIVED the report from 28.2.25 to 31.3.25 Tallon End.

12.3.2 RECEIVED the report from 31.3.25 to 30.4.25 School Road.

13 Highways Matters

13.1 Bin application on verge adjacent to recreation field. To confirm that permission has been given for a bin to be placed at; enhancement.document.venue. It was RESOLVED to purchase a Derwent Outdoor Heritage 120Litre Litter Bin at a cost of £174.95 plus anchorage. This has been approved by Highways for siting. Clerk to add to insurance once installed. To be installed by Councillors. It was DELEGATED to the Clerk to purchase any necessary installation components up to the value of £150.00 PROPOSED Cllr N West, seconded Cllr C Balding.

13.2 The meeting received a request that a road safety mirror (2 way) be installed. Following consultation with Highways Council had been informed this is not allowed.

14 Correspondence.

14.1 Norfolk Minerals and Waste Local Plan. NOTED the independent examination has now concluded. Previously circulated by email.

14.2 Norfolk County Council Local Government Review. Previously circulated by email. Newsletter posted to facebook. NOTED.

14.3 Email received enquiring as to the ownership of the peacocks loose in the village. Council had no knowledge of the ownership.

14.4 Nutrient Neutrality Fund. Circulated by email. Posted to facebook. NOTED.

15 Noticeboards.

15.1 The meeting considered a quotation for the replacement of 3 No. noticeboards in wood. It was RESOLVED to request a review to the current quotation of £200/board upgraded to include new door furniture and locks. It was further RESOLVED to instruct 1 No, Board on White Street, by the village sign if the quotation did not exceed £330.00 installed. Installation to be on concrete posts. Annual Maintenance Schedule to be devised to ensure all Council assets receive regular maintenance. PROPOSED Cllr B Pye, seconded Cllr S Parker.

The remaining two noticeboard replacements to be considered upon the conclusion of the first.

16 Public Forum

It was NOTED that the village Fete has not currently offered a donation to the Recreation Ground Charity for the use of the Recreation Ground as in previous years. It was CONFIRMED that the noticeboards in the village are Parish Council purchased assets and are insured by the Council.

17 Matters for next meeting and information.

Draft Budget for 2026/27.

To receive annual streetlight inspection. (Should have taken place in March 2025)

It was RESOLVED to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 Section 1(2) due to the confidential nature of the items to be discussed.

18. Staffing Matters.

- 18.1 NOTED the resignation of the Parish Clerk – last working day 31st May 2025. The Clerk will support the locum as long as necessary.
- 18.2 It was RESOLVED to appoint Mrs Sharon Sweet as Locum Clerk/RFO from 1st June 2025. Recruitment to be considered at September meeting. All employment terms as current clerk.
- 18.3 It was AGREED to replace the current Clerk/RFO on the bank mandate with the Locum Clerk and anywhere else necessary for the smooth transition and ongoing work of the Council.
- 18.4 It was AGREED to change the address of the Council wherever necessary.

NOTED future meeting dates;

Parish Council Meeting September 4th 2025 6pm

Parish Council Meeting December 4th 2025 at 6pm

The meeting closed at 7.26pm.

Annex A - March 2025								
		Net	VAT	Gross				
Sarah Hunt	April Salary incl. Homeworking	£405.60		£405.60	PAID			
Sarah Hunt	May	£405.60		£405.60				
HMRC	No payments	£0.00		£0.00	Reclaim of £785.12 submitted. Direct Debit set up.			
Cozens	Streetlighting maint. Contract Mar/Apr/May	£37.00	£7.40	£44.40				
Sarah Hunt	Refund insurance payment	£26.05		£26.05	PAID			
Fields In Trust	Land Registration Charges	£400.00		£400.00				
Unity	Bank charges April/May/June	£18.00		£18.00				
Foulden Village Hall	Meeting 6th March	£32.50		£32.50				
Microsoft renewal	Annual bill refund to Clerk	£123.60		£123.60				
All Saints Church	Donation towards Grass Cutting (as budget)	£250.00		£250.00				
TOTAL		£848.20	£7.40	£1,299.65				
Income								
Breckland District Council	Precept First Payment	£5,731.00		£5,731.00				
HMRC	VAT Return	£577.13		£577.13				