

FOULDEN PARISH COUNCIL

The Ordinary Parish Council Meeting will be held on 4th September 2025
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.

Sharon Sweet Temporary Clerk to Foulden Parish Council

29th August 2025

AGENDA

1. **To consider apologies for absence**
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 agree the minutes of the Annual Parish Council Meeting held on 29th May 2025**
4. **Public forum – for members of the public to comment on agenda items, and to receive updates from District and County Councillors.**
5. **Clerk Report**
6. **To note the visit of MP Terry Jermy on 19th July to the village** and agree follow-up letter from the meeting with Cllr Parker, requesting support to improve broadband speeds in the village; support on obtaining grants for new play equipment on Recreation Ground; request to NCC and Cllr Eagle to add Foulden to the mobile library route
7. **To receive and discuss feedback from the community questionnaire** and agree any further actions
8. **To note the NCC Parish Partnership Scheme 2025–26** and consider any eligible projects for inclusion in the 2026–27 budget
9. **To ratify Section 137 expenditure for VJ wreath and approve Section 137 expenditure for Remembrance Day wreath**
10. **Parish Council Noticeboards (4):**
 - a) To receive update on the installation of the new noticeboard at the Village Hall
 - b) To consider and approve a plan for the remaining 3 noticeboards including; agree order of replacement/refurbishment/removal; to agree which locations, if any, should be open public access for community use
 - c) To consider offer received for ongoing noticeboard maintenance
11. **Parish Council Streetlights**
 - a) To receive update on streetlight visual inspection and agree next steps
12. **Trees (Recreation Ground and Village Hall):**
 - a) To receive the tree report and additional information
 - b) To receive quotations for priority works from the tree report (3 quotes requested; as at the issuance of this agenda - 0 received) and appoint contractor. *NB quotes received after the issuance of this agenda and before the meeting day may be considered by council*
 - c) To receive residents correspondence regarding trees and consider any further actions

FOULDEN PARISH COUNCIL

13. **To receive resident correspondence, requesting additional litter bin end of School Road, near walnut tree**

14. **Administration and Governance:**

- a) To agree to add the new litter bin outside the Recreation Ground and climbing wall to the asset register and insurance policy
- b) To approve reimbursement to Cllr Green for the gov.uk domain invoices
- c) To consider request for training course for the Clerk: [Grant Funding and the Project Process](#) £48.00

15. **Finance:**

- a) To authorise payments and note any monies received
- b) To review and sign the cash book reconciliation
- c) To receive budget monitoring report and consider any recommendations

16. **Planning:**

- a) To note planning application considered between meetings under delegated authority:

PL/2025/0738/VAR – Variation of condition 3 on pp 3PL/2018/0565/HOU – Pre-commencement condition not discharged before work started. Council response: No additional comment

- b) To receive notification of any decisions from Breckland District Council. None at the time of issuance of this agenda

17. **Public Forum**

18. **To receive items for the next agenda**

19. **To agree an additional meeting for 2025** in mid-October 2025 and consider moving to a bi-monthly meeting format in 2026

To consider the passing of 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 for item 20. on the grounds that it could involve the likely disclosure of private and confidential information

20. To decide on the process for appointing a permanent Parish Clerk & RFO, including where to advertise the post, salary band and hours or confirm the current temporary arrangement on a permanent basis

Clerk Report Sept 2025

Update on items not elsewhere on the Sept 2025 agenda (information only, no decisions can be made under this item)

Cllr West has installed the **litter bin** outside the Recreation Ground.



Npower streetlighting bill

To note:

Query ID: QRYINVMMC-37835
Created: 09/07/2025

From: Mrs Sharon Sweet
Sent: 09/07/2025
Subject: Invoice & Billing

Title : Mrs
First Name : Sharon
Surname : Sweet
Email : clerk@fouldenparishcouncil.gov.uk
Main Telephone Number : -
Mobile Telephone Number : [REDACTED]

Your queries details : The council have not received a bill for street lighting since April 2024. Please confirm when a street lighting bill will be received

From: Npower
Sent: 10/07/2025
Subject: Invoice & Billing

Good afternoon, Sharon.

Account: A0009232942

Hope you are well.

Thank you for your portal query.

Please accept my apologies for the inconvenience this has caused. There is currently an ongoing process within the government to change how we receive data, swtching supplies to half hourly.

This has caused a delay in or billing system and no invoices have been issued as a result. Whilst I cannot advise on when this will be resolved I can assure you we are looking into this issue to get it rectified.

Kind Regards,
Anushka Fuller

This query has been closed by Npower

The bill for 2024-25 has now been received and is included in the pack. Npower's new system appears to have regenerated invoices for 2022-23 and 2023-24 and is showing these as 'due'. I am querying this with them as I can see they have been paid. Response awaited from Npower.

I have reported street lights as 'on during the day' to Cozens – 9008 School Road; 9018 School Road; 9004 Uptons Way

The **grant of £7,250.00** has been received to the parish council bank account for the NET of VAT cost of the climbing wall plus installation.

Regarding the accounts for 2024-25, the external auditor has logged the notification of exempt status for the year ended 31 March 2025

A request for refund of £782.48 for overpaid PAYE to HMRC has been submitted to HMRC.

Members should note the Local Government Services Pay Agreement 2025, has now been confirmed, 3.2% pay increase effective from 1st April 2025

Foulden Parish Council – Street Lighting Report & Phased Renewal Plan

Author: Sharon Sweet, Temporary Clerk

Purpose: To note the outcome of the visual street lighting survey and approve Year 1 works and funding.

Proposed Five-Year Plan

Year 1 (2025–26) – current year bracket replacements

- Scope: 6 × new brackets to columns 9001, 9010, 9013, 9014, 9015, 9016
- Cost: £990 ex VAT (includes labour)

Year 2 (2026–27) – LED & control gear upgrades

- Scope: 7 × new LED heads with bracket arms and GRP cabinet boxes; all with LA fuse cut-outs inside
- Estimated cost: £1,715 ex VAT (incl. labour) – fresh quote to be obtained at the time

Years 3–5 (2027–30) – End-of-life concrete columns

- Scope: Replace 1 concrete column per year (total 3)
- Estimated cost: £2,500 ex VAT per column per year (incl. install) – subject to quotes in-year

Optional (recommended for planning): Structural test – steel columns

- Timing: 2026–27
- Estimated cost: ~£300
- Purpose: Evidence-based life-extension or replacement timing; supports budgeting and audit trail.

Notes: All future figures are estimates and will be refreshed with competitive quotes in-year. VAT is reclaimable as usual.

Budget & Funding

- Earmarked reserve for streetlight replacement (current): £1,500
- Recommendation: Fund Year 1 works (£990 ex VAT) from this earmarked reserve.

Decisions Requested

1. Approve Year 1 works: 6 × bracket replacements to columns 9001/9010/9013/9014/9015/9016 at £990 ex VAT (incl. labour).
2. Approve funding source: Year 1 from the earmarked streetlight reserve.
3. Note and adopt the five-year plan in principle, with quotes to be refreshed each year before commitment.
4. (Optional) Consider agreeing in principle to a steel column structural test (~£300) in 2026–27, subject to budget and formal quote.

August 2025

Foulden Street Lighting Survey, May 2025

[illegible][illegible]

	Door damage
	Recommend New Bracket
	Recommend New Lantern
	Cutback required
	Column damage
	New column required

Tree report additional information

The report does not list every tree the council owns/is responsible for. Advice from Ravencroft Arboricultural Services:

The report only includes trees that have been identified during the survey as requiring an action or monitoring. These are additionally prioritised with a focus on remedial work to trees that present an unacceptable risk of harm to persons or property.

Additional trees were recorded as follows:

We will record additional trees to those communicated as a reference in any subsequent surveys. These trees will have displayed conditions or defects worthy of recording at the time of the survey, but do not presently requiring any work. In this particular survey all 23 individual trees recorded have been included in the report, 6 required no work but have been recorded for reasons noted above.

These trees are noted in a CSV file for reference.

NB Tags/discs were placed on the trees during the survey to locate the trees where GPS accuracy during plotting was an issue.

Quantified Tree Risk Assessment

FOUL/QTRA/040625

Sites: *"Foulden Village Hall"*
"Recreation Ground"
Foulden, Thetford

Author: *S. Heath*

Date: *10/06/2025*



Ravencroft Arboricultural Services

6 Reepham Road Foulsham, Norfolk NR20 5SL

Tel/Fax: 01362 684291

Email: sam@ravencrofttrees.co.uk

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1 Introduction

1.1 Instruction and brief

- 1.1.1 Ravencroft Arboricultural Services has been instructed by Sarah Hunt, Clerk for Foulton Parish Council, to undertake an inspection of trees and provide a risk assessment of the same for the agreed sites, Foulton Village Hall and Recreation Ground.
- 1.1.2 This assessment aims to evaluate any existing and potential tree hazards and specify works to mitigate any risk of harm to persons or property using the Quantified Tree Risk Assessment (QTRA) system.
- 1.1.3 The assessment of tree risk takes into consideration the social, environmental, and economic benefits which the trees provide to the site and the surrounding area.

1.2 Limitations

- 1.2.1 The collection of all tree survey data was undertaken from ground level without detailed invasive inspection of individual trees, trunks, buttresses or root flares; the disclosure of hidden defects cannot therefore be expected. As explained in the fee proposal, inspection was restricted where trees were ivy-clad or located wholly or partially on neighbouring land or impeded by poor access due to ditches, fencing or where basal growth or other vegetation obscured lower stems and root collars. At the discretion of the inspecting consultant arboriculturist, anomalies up to a height of 2.5 metres may have

been assessed at the time of the walk-through inspection and or specified for later detailed investigation. Recommendations have been set out in the survey schedule. Height, spread and other dimensions were estimated unless otherwise stated.

- 1.2.2 This report is confidential to the client and their professional advisers. No liability is accepted for the contents of the report to any other than our client.
- 1.2.3 This report and its recommendations relate specifically to the condition of the trees on the day that the inspection was carried out. They are necessarily invalid if tree works not conforming to good arboricultural or forestry practice is undertaken and or development or construction works of any type (including any changes to soil levels or excavations carried out on the land subject to this survey) are undertaken on or close to trees. Or in the event of abnormal weather conditions generating new defects or exacerbating existing ones.
- 1.2.4 Trees are dynamic living organisms and failures a part of their natural processes. Even healthy trees or their parts may fail, particularly - although not exclusively - as a result of strong winds or violent storms. Occasionally, yet with ever greater frequency, extreme weather systems occur bringing with them an unusual degree of tree damage. Clearly, Ravencroft Arboricultural Services cannot be held liable for the consequences of any such events or similarly unpredictable failures.
- 1.2.5 Assessment of the potential effects of trees on buildings or other structures resulting from the trees' abstraction of water from shrinkable load-bearing soils was not included in our instruction and is not considered here.

- 1.2.6 The trees may be subject to Tree Preservation Order, conservation area, or Forestry Commission constraints. Therefore prior to any works being instructed or undertaken, the appropriate body must be informed to ensure all proposed works are in compliance with all applicable regulations. Please note that the council requires 6 weeks notification of proposed tree works within conservation areas, in accordance with section 211 of the Town and Country Planning Act (1990). Where trees are protected by a Tree Preservation Order, an application for works will be required to ensure compliance with this same Act. Trees identified by our inspection as being dead or dangerous *may* be exempt from the Act, requiring only five days notification to the council's tree officer before commencement of works. Large scale, thinning / felling must be compliant with Forestry Commission licensing.
- 1.2.7 This report is based on findings from the site survey, tree observations and any information provided. Conclusions have been formed in the light of the author's professional qualifications and experience in arboriculture.

2 Inspection Method

2.1 Consideration of risk

- 2.1.1 Under the Quantified Tree Risk Assessment system the ‘targets’ (people and property) onto which trees could fail are assessed and quantified, thus enabling the arboriculturist to determine whether or not and to what degree of rigour an inspection of any tree is required.

2.2 Tree plotting and identification

- 2.2.1 Any trees recorded were mapped during inspection to a level of detail sufficient to enable distinction and position.

2.3 Quantified Tree Risk Assessment

- 2.3.1 After the mapping of target areas the surveyor will have walked the site, initially without the intention to inspect in detail all parts or all sides of every tree but to take a general overview of each tree and look for signs of substantial defects which might be significant in relation to the targets. Only these would then be recorded and further examined.
- 2.3.2 The level of detail with which trees were assessed was guided by the target appraisal. This involved assessing the trees on approach before undertaking a closer inspection in line with recognised Visual Tree Assessment principles and may have involved the use of binoculars, probe or mallet. Where necessary, the tree or branch was then considered in terms of both size and probability of failure. Values derived from the assessment of these three

components (target range, size and probability of failure) were combined to calculate the risk of that harm occurring.

This Risk of Harm for all combinations of Target, Size and Probability of Failure Ranges has been calculated using Monte Carlo simulations*. The QTRA Risk of Harm given is the mean value from each set of Monte Carlo results.

*For further information on the Monte Carlo simulation method, refer to http://en.wikipedia.org/wiki/Monte_Carlo_method

2.3.3 This assessment was based on average occupancy of any area over a 24-hour period throughout one year. Judgements on levels of occupancy were based on observations made on site such as desire lines; compaction etc., if no other information was available.

2.3.4 Once these calculations to assess the risk of harm were completed, remedial works were specified which should reduce that risk to more tolerable levels. For the purposes of this survey, a tolerable risk of harm is one that is less than a 1 in 10,000 chance of happening. Risks recorded with less than 1 in 1,000,000 have been judged to be broadly acceptable (HSE 2001" Reducing risks, protecting people").

2.3.5 These works were subsequently assigned a work priority based on their risk of harm, ensuring that the most significant risks are to be reduced first. Tree hazards that are found to present a more acceptable risk were given a lower priority. Implementation of works recommended remains at the discretion of the site manager.

Works priority ratings have been assessed as follows: -

Table 1: Work priority assigned to Risk of Harm thresholds

Thresholds	Risk Categorisation	Action Priority	Criteria
Greater than 1 in 1,000	Unacceptable Risks will not ordinarily be tolerated	Immediate	Action to be completed within 24 hours
		Urgent	Action to be completed within 3 - 7 working days or as advised
Greater than 1 in 10,000	Unacceptable Risks will not ordinarily be tolerated	High	Action to be completed within 6 months
Greater than 1 in 1,000,000	Tolerable Risks are tolerable if ALARP*	Medium	Action to be completed within 12 months
		Low	Action to be completed under general management and/or when funds are available
Less than 1 in 1,000,000	Broadly Acceptable Risk is already ALARP*	N/A	Action to be completed under general management and/or when funds are available

*ALARP (As Low As Reasonably Practicable)

2.3.6 The accompanying schedule indicates the priority for when remedial works should be carried out to reduce risk of harm to within more acceptable levels of risk. The general management recommendations cannot be expected to be exhaustive. It may be expedient to carry out these works proactively as funds become available, to minimise the urgency and expense of remedial works. In addition to reducing risks associated with tree failure, general management of

tree stocks, carried out to British Standard 3998:2010 Tree work - Recommendations, will improve the structural form of trees, increasing their aesthetic value and prolonging their useful life expectancy.

- 2.3.7 Trees provide benefits that can outweigh the cost and outcome of applying controls to reduce a risk within the tolerable region (less than 1 in 10,000). This is termed As Low As Reasonably Practicable (ALARP). Further evaluation is required where the tree is in decline, or its condition is likely to deteriorate before the next formal inspection. If the Risk of Harm is in the upper part of the tolerable region, and is likely to increase prior to next formal inspection, a management recommendation will be assigned to reduce or control the risk within a specified time.

3 Site Summary

3.1 Site visit

- 3.1.1 Samuel Heath, Consulting Arborist for Ravencroft Arboricultural Services, undertook data collection and the assessment of trees within the agreed site boundaries. The survey was carried out on the 4th of June 2025.

3.2 Site description

- 3.2.1 The sites are both located in the village of Foulton, approximately 11.5 miles northwest of Thetford. The village hall includes picnic benches, garden area with amenity planting, and a small car park. Agricultural land borders the site to the east, west, and south, with Vicarage Road and residential properties to the north. A row of ash trees lines the bank of the ditch on north boundary, while a mix of willow, ash and elm grow on the remaining boundaries.
- 3.2.2 The recreation ground is located on the opposite side of Vicarage Road, north of village hall, and covers approximately 2.5 acres. This includes a play area and football goal posts. The boundaries are predominantly tree-lined and abut residential properties along the northern boundary and at the southern corners. Four large willows dominate the southeast corner, within close proximity to the play equipment and residential properties.

3.3 General assessment and mitigation

- 3.3.1 The risk of harm is dependent on how frequently any area within failing distance of trees is occupied (target range) and how likely it is that a tree should fail (probability of failure). Static targets such as areas where people congregate, fixed or temporary structures may induce a higher risk of harm as they occupy spaces beneath trees permanently and have been assessed as Range 1. In addition to occupancy levels, approximate repair costs of property including cars and structures have also been taken into account.



Figure 1: Wooden post and rope fence at Blickling Hall NT providing an effective barrier.

- 3.3.2 The risk of harm can often be mitigated through management strategies such as restricting access or occupancy near high-risk trees (see *Fig. 1*). Reducing occupancy may involve installing physical barriers or modifying vegetation management to deter entry into specific zones. However, where such measures prove impractical, direct intervention - such as removing identified trees or hazardous branches - remains the most probable outcome.

3.3.3 The extent of remedial works implemented needs to be balanced against the value of risk reduction as well as longer term tree retention. Management options should also consider vitality, longevity, visual, amenity, cultural, and wildlife values and of course cost. It can in some instances be more favourable to remove high maintenance trees in favour of replanting with more suitable species to reduce longer term management costs whilst reducing risk of damage claims to parked vehicles / property and of course persons.

3.4 Management Recommendations

- 3.4.1 **Ash trees:** The row of ash trees adjacent to Vicarage Road display symptoms of ash dieback, although in varying degrees of severity, caused by the fungus *Hymenoscyphus fraxineus* and characterised by leaf loss and crown dieback. Where structural defects are already present, a trees ability to adapt and overcome external stresses is also affected. Therefore, complete removal of the affected tree is often recommended. To enable responsible and effective management, the ash trees should be inspected at an increased frequency and after high winds due to the heightened risk of branch failure associated with the disease. Their physiological and structural condition should be monitored, assessed and any management recommendations implemented. All ash trees across the country and Europe are at risk of death from the disease, and it is estimated that only 5% of the UK population display resistance.
- 3.4.2 **Willow trees:** The group of large, mature willows in the southeast corner occupy one of the three entrances to the recreation ground. They are also in close proximity to the new build properties to the east. It has been reported to the Parish Council that branch failures have occurred in recent months and at least one of the resulting branch stubs was observed at the time of the assessment. Pruning work on the east crown extents of one of the trees (tag no. 0150 / tree code 003424) has likely already mitigated some of the risk presented by the tree and even healthy trees and branches can fail in exceptionally strong winds. Management options for willow trees of this size are limited and often costly, with traditional pollarding unsuitable due to the

risk of branch failure arising from weak attachment and the lapsed management. A pragmatic approach would be to schedule the removal and replacement of the two boundary trees with a more suitable species several years after the date of this report, enabling the parish to allocate the required funds for the work.

- 3.4.3 Any works recommended within the attached schedule are expected to be carried out by **fully qualified and competent Arboricultural / Forestry contractors working in accordance with industry best practices.**
- 3.4.4 Deadwood is a common occurrence within trees. Clearly the cost of removing all dead wood above target areas is prohibitive; therefore, only instances with a higher probability of failure and / or larger pieces likely to fail into a high target area should be the main focus of risk management. Where acceptable, conservation deadwood techniques should be used to reduce risk of harm whilst retaining valuable deadwood habitat.
- 3.4.5 It's important to ensure that prior to authorising / undertaking any tree works that all tree related constraints have been met in full through prior contact, application / licensing with the appropriate bodies.
- 3.4.6 All works should be in compliance with the Wildlife and Countryside Act to ensure no disturbance occurs to nesting birds, bats and other protected European species.
- 3.4.7 **Survey inspection frequency** - Tree assessment, unless outlined in the survey schedule, is recommended to be repeated in **18 months.**

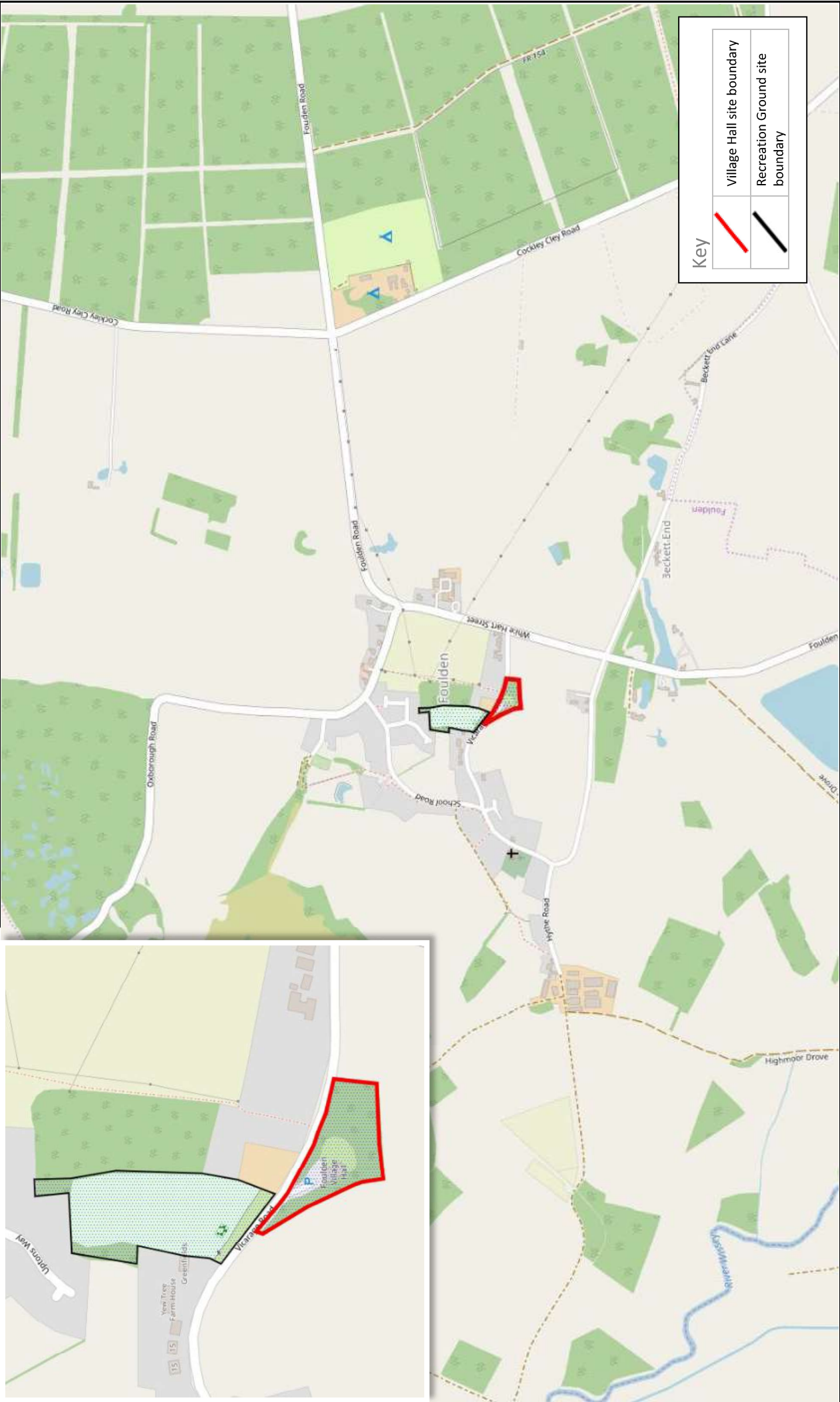
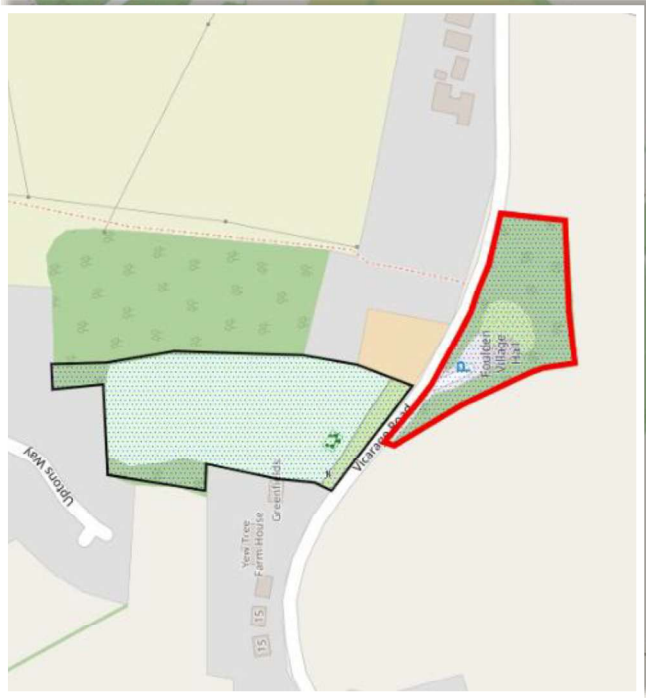
3.4.8 It may also be beneficial to visually inspect the trees in the late summer/early autumn when the majority of fungal fruiting bodies are to be seen.

3.4.9 In addition trees should be subject to inspection by a competent person after high / wind or storm events and any observations, inspections or works recorded to show that you have met your duty of care to persons and property.



Samuel Heath

ISA Cert. Arb



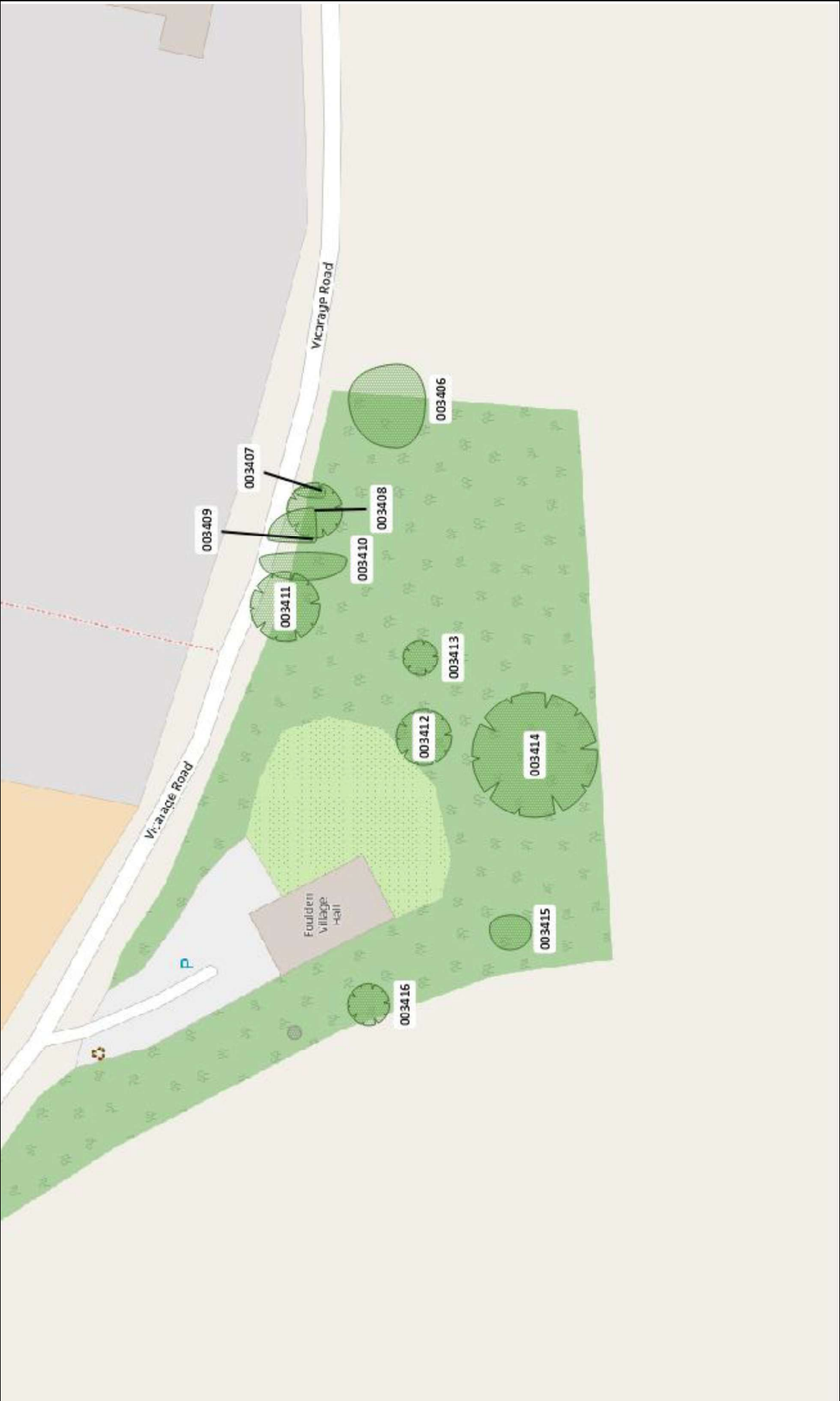
Key		Village Hall site boundary
		Recreation Ground site boundary



Scale	Not to scale
Date	10/06/2025

Village Hall and Recreation Ground, Foulden
Site location and approximate survey boundary





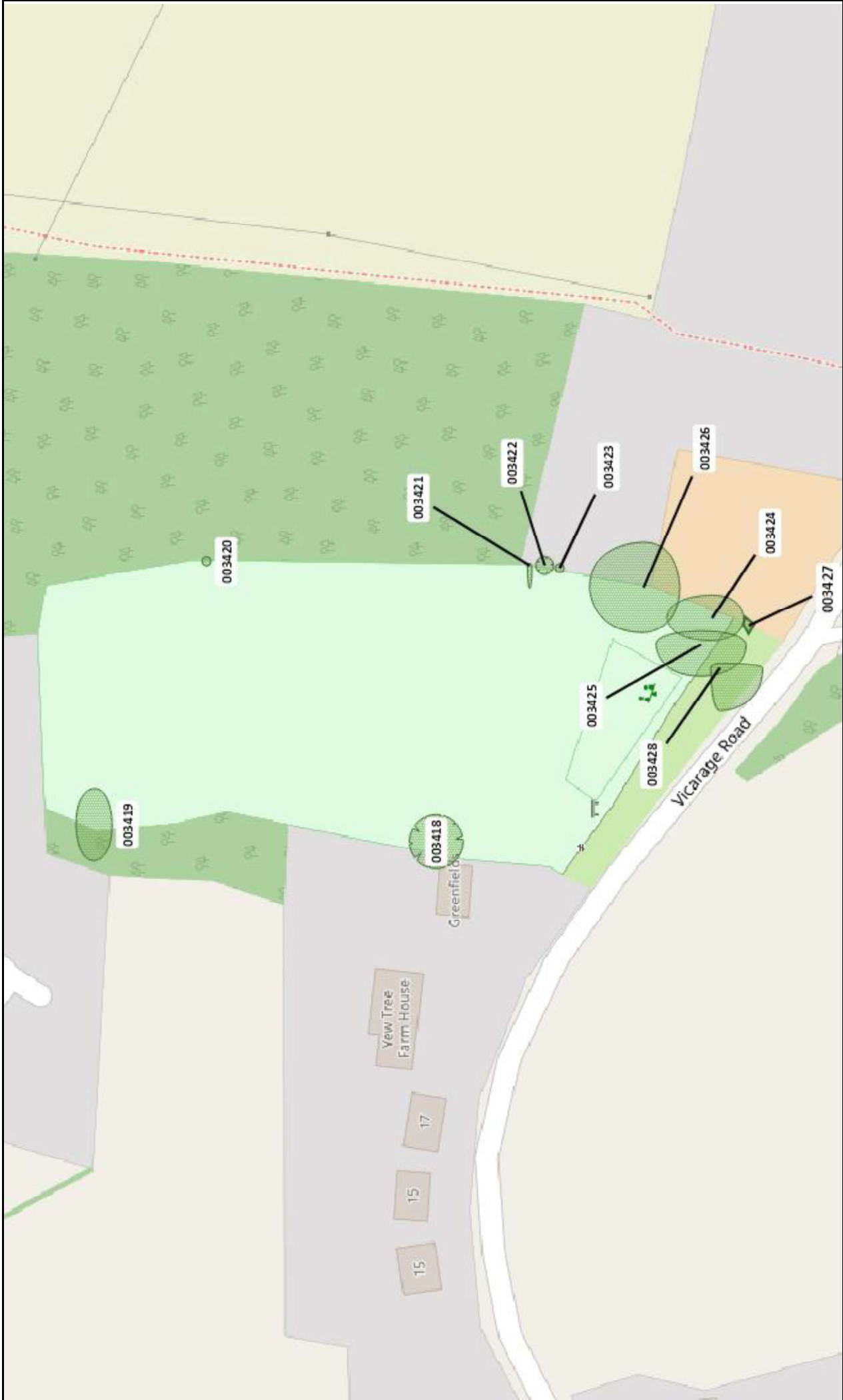
Scale Not to scale
Date 10/06/2025

Village Hall, Foulden
Tree Locations



Tree Code	Tree no.	Stems	Common Name	Location (what3words)	Tree Visited	Height (m)	Crown Radius (m)	DBH (mm)	Age	Conditions	Risk of Harm	Recommendations	Priority
3416	no tag	1	Wych Elm	///investor.runner.wolves	04/06/2025	12	3	350	Dead	<ul style="list-style-type: none"> Whole tree - Dead Risk of failure: Stem base shear - within falling distance of Village Hall. 	Unacceptable	<ul style="list-style-type: none"> Straight Fell single tree 	High (<6m)
3407	0139	1	Common Ash	///intervene.stones.tablets	04/06/2025	8	1.5	240	Mature	<ul style="list-style-type: none"> Vitality - Normal Trunk - Trunk Cavity - Large cavity east basal. Smaller branch socket cavity south at 1.5m. Trunk - Cankers - partially occluded wound north at 1.5. Roots - Root Decay - significant decay east and west. Crown - Ash dieback - previous infections. Leaf colour and crown condition is good. Necrotic lesion on west face of stem at 3m. 	Tolerable	<ul style="list-style-type: none"> Pollard - or high coppice at 2m. 	Medium (<12m)
3409	0142	1	Common Ash	///epidemics.paintings.tickles	04/06/2025	15	3	450	Mature	<ul style="list-style-type: none"> Crown - Major Deadwood - One section in central crown at 6m, >40mm dia and >2.5m long. Vitality - Poor Trunk - Forked Trunk - codominant cupped union at 3m. Trunk - Leaning - significant lean/ bias NE over road. Crown - Ash dieback - >50% crown affected. Bark stress and epicormic growth. 	Tolerable	<ul style="list-style-type: none"> Dismantle 	Low (as GM)
3410	0143	1	Common Ash	///wand.fail.strict	04/06/2025	15	4.1	420	Mature	<ul style="list-style-type: none"> Crown - Major Deadwood - One stub section in north crown at 5m, >80mm dia and >1.5m long. Vitality - Normal Trunk - Leaning - significant lean/ bias NE over road. Crown - Ash dieback - <25% crown affected. 	Broadly Acceptable	<ul style="list-style-type: none"> Dismantle - ONLY if neighbouring ash tag 0142 is removed, due to loss of companion shelter. 	Low (as GM)
3414	no tag	2	Common Ash	///converged.critic.visions	04/06/2025	17	9	800	Mature	<ul style="list-style-type: none"> Crown - Major Deadwood - Several instances in lower crown >80mm dia and up to 5m long. Vitality - Reduced Whole tree - Obscured/ivy clad Crown - Fungus fruiting body - remnants found on ground close to stem of Inonotus hispidus. Trunk - Crack/split - Historic stem fracture resulting in separation of twin-stemmed tree. 	Broadly Acceptable	<ul style="list-style-type: none"> Reduce occupancy... - 5m buffer zone radially from the tree. Allowing grass/nettle to grow to reduce usage of ground beneath the tree. Remove Ivy to 2m to aid inspection 	Low (as GM)
3415	0146	1	Goat Willow	///applause.season.pheasants	04/06/2025	14	2.8	800	Mature	<ul style="list-style-type: none"> Crown - Major Branch Dieback - with associated deadwood. Crown - Old Pollard Crown - Branch Cavities Vitality - Reduced Trunk - Forked Trunk Trunk - Trunk Decay Trunk - Trunk Cavity - multiple cavities with high potential for bat habitat. 	Tolerable	<ul style="list-style-type: none"> Reduce occupancy... - 2m buffer zone parallel to ditch. Allowing grass/nettle to grow to reduce usage of ground beneath the tree. Retain Tree for Habitat potential 	Low (as GM)

Tree Code	Tree no.	Stems	Common Name	Location (what3words)	Tree Visited	Height (m)	Crown Radius (m)	DBH (mm)	Age	Conditions	Risk of Harm	Recommendations	Priority
3406	0141	2	Common Ash	///udder.project.constants	04/06/2025	15	5.8	520	Mature	<ul style="list-style-type: none"> · Crown - Minor Deadwood - scattered throughout >40mm dia. · Crown - Thin foliage - suspected pigeon damage. · Vitality - Reduced · Trunk - Trunk Cavity · Trunk - Fungus - Fungal fruiting body - Cerioporos squamosus fruiting west basal. · Trunk - Basal Decay - Resonance testing with nylon mallet indicates significant heartwood decay in north stem. 	Broadly Acceptable	<ul style="list-style-type: none"> · Monitor condition of... - stem and basal decay at survey intervals. 	General Management
3412	0144	1	Double Cherry	///reduction.suitcase.shot	04/06/2025	11	4	360	Mature	<ul style="list-style-type: none"> · Crown - Major Deadwood - over 50% of crown dead. · Vitality - Poor · Trunk - Forked Trunk 	Broadly Acceptable	<ul style="list-style-type: none"> · Straight Fall single tree 	General Management
3413	0145	3	Whitebeam	///volunteered.fraction.trump	04/06/2025	6	2.5	110	Semi-mature	<ul style="list-style-type: none"> · Crown - Major Deadwood - one entire stem. · Vitality - Poor · Trunk - Exudates - tar spots likely attributed to honey fungus (Armillaria sp.) 	Broadly Acceptable	<ul style="list-style-type: none"> · Remove Deadwood - dead stem. 	General Management
3408	0140	2	Common Ash	///parks.derailed.daunted	04/06/2025	15	4	450	Mature	<ul style="list-style-type: none"> · Crown - Major Deadwood - 4 sections at 5 - 7m, >40mm dia and >1.5m long. · Vitality - Reduced · Trunk - Trunk Decay · Trunk - Trunk Cavity - large open water filled cavity on west face of larger stem, 230mm dia and 1m from ground. Good woundwood development. · Crown - Ash dieback · Trunk - Hollowing - Resonance testing with nylon mallet indicates significant hollowing of the larger stem. 	Broadly Acceptable	None	No action required
3411	no tag	2	Common Ash	///bookmark.improving.mulled	04/06/2025	15	5	350	Mature	<ul style="list-style-type: none"> · Crown - Minor Deadwood - scattered throughout. · Vitality - Normal · Trunk - Trunk Decay - lesser stem. · Trunk - Trunk Cavity - Cavity on south face of larger stem, 100mm dia and 0.5m from ground. Good woundwood development. Several smaller cavities on lesser stem. · Crown - Ash dieback - <25% of crown affected. · Trunk - Hollowing - Resonance testing with nylon mallet indicates significant hollowing of the lesser stem. 	Broadly Acceptable	None	No action required



Scale Not to scale
Date 10/06/2025

Recreation Ground, Foulden
Tree Locations



Tree Code	Tree no.	Stems	Common Name	Location (what3words)	Tree Visited	Height (m)	Crown Radius (m)	DBH (mm)	Age	Conditions	Risk of Harm	Recommendations	Priority
3421	0149	1	Wych Elm	///cookies.general.boils	04/06/2025	6	1.6	90	Dead	<ul style="list-style-type: none"> · Crown - Growing into adj tree - large branch from ash has subsided and rests in top of elm. · Whole tree - Dead · Whole tree - Obscured/ivy clad 	Tolerable	<ul style="list-style-type: none"> · Straight Fell single tree · Remove specified Branch - from adj. ash resting in crown, back to parent stem. 	Medium (<12m)
3422	no tag	1	Wych Elm	///jaws.untruth.spoiler	04/06/2025	6	2	120	Dead	<ul style="list-style-type: none"> · Whole tree - Dead 	Broadly Acceptable	<ul style="list-style-type: none"> · Straight Fell single tree 	Low (as GM)
3423	no tag	1	Wych Elm	///widest.trappings.proofread	04/06/2025	8	1	200	Dead	<ul style="list-style-type: none"> · Whole tree - Dead 	Broadly Acceptable	<ul style="list-style-type: none"> · Straight Fell single tree 	Low (as GM)
3418	0147	1	Sycamore	///reclined.proclaims.gardens	04/06/2025	16	6	460	Semi-mature	<ul style="list-style-type: none"> · Crown - Minor Branch Dieback - and associated deadwood. · Crown - Weak branch Unions - Embedded bark union at limb attachment south at 1.8m. Detritus in fork with young tree growing within. · Vitality - Reduced · Sooty Bark - Cryptostroma corticale . 	Broadly Acceptable	<ul style="list-style-type: none"> · Clear Light Scrub - remove sapling and detritus from fork. · Monitor condition of... - SBD during summer months annually. 	General Management
3419	0148	1	Sycamore	///homecare.bright.vacancies	04/06/2025	18	6	350	Semi-mature	<ul style="list-style-type: none"> · Vitality - Normal · Trunk - Forked Trunk · Trunk - Vandalised · Trunk - Exudates 	Broadly Acceptable	<ul style="list-style-type: none"> · Monitor condition of... - stem bleeds / lesions in relation to possible pathogens at survey intervals. 	General Management
3420	no tag	1	Wych Elm	///outreach.practical.feathers	04/06/2025	12	1	90	Dead	<ul style="list-style-type: none"> · Whole tree - Dead 	Broadly Acceptable	<ul style="list-style-type: none"> · Straight Fell single tree 	General Management
3427	0151	3	Elm spp	///neatly.lush.latitudes	04/06/2025	12	3	200	Semi-mature	<ul style="list-style-type: none"> · Crown - Major Branch Dieback - Dutch elm disease. · Vitality - Poor 	Broadly Acceptable	<ul style="list-style-type: none"> · Fell whole of group (x 3 tree) 	General Management
3424	0150	1	White Willow	///plots.basically.term	04/06/2025	28	6.8	1200	Mature	<ul style="list-style-type: none"> · Crown - Major Deadwood - in central crown at 5m, 2 sections >3m long and >60mm dia. · Crown - Previous branch failures - reported by resident. · Vitality - Normal · Trunk - Trunk Cavity - Narrow cavity south at 1.5m. · Other management observation/comment - pruning works recently undertaken to the east crown extent, reduced back to boundary. 	Tolerable	None.	No action required
3425	no tag	1	White Willow	///sundial.sector.recap	04/06/2025	23	7.5	800	Mature	<ul style="list-style-type: none"> · Crown - Major Deadwood - several sections in central crown at 14m, >3m long and >60mm dia. · Crown - Previous branch failures - evident in southeast of crown. · Vitality - Normal · Whole tree - Obscured/ivy clad - recently severed, minor cambial damage. 	Tolerable	None.	No action required
3426	no tag	1	White Willow	///detergent.routine.guesswork	04/06/2025	23	10	900	Mature	<ul style="list-style-type: none"> · Vitality - Normal · No significant visible defects. 	Tolerable	None.	No action required
3428	0152	1	Weeping Willow	///prank.pockets.repeats	04/06/2025	19	5.5	590	Mature	<ul style="list-style-type: none"> · Crown - Asymmetric Crown - suppressed by larger willow north. · Crown - Previous branch failures - owing to crown failures from adjacent willow. · Vitality - Normal 	Broadly Acceptable	None.	No action required

Survey schedule explanation

Tree Code	Tag no.	Species	Common Name	Location (what3words)	Tree Visited	Height (m)	Crown radius (m)	DBH (mm)	Age	Conditions	Risk of Harm	Recommendations	Priority
1321812			English Oak	///Nockng,emp02w07,200s	30/01/2024	14	3.2	830	Midlife	Growth - Major Deadwood - 1x 120mm dia. >2m long over road at 1m high Trunk - Fungal fruiting body - associated bracket, likely saproxytic Roots - Dead trench tubes	Tree size	Remove Deadwood - one large section 120mm dia. from over the road. (Low risk 3M)	Low (1st Q&A)
1321812			English Oak	///Nockng,emp02w07,200s	30/01/2024	14	3.2	830	Midlife	Any dead tree - presenting full inspection	Not yet assessed	Remove 1x to 2m to rd inspection	Medium
1321812			English Oak	///Nockng,emp02w07,200s	30/01/2024	14	3.2	830	Midlife	Growth - Minor Deadwood - several rotundus - 30mm dia and >1m in length in crown over road	Tree size	Remove Deadwood - >10mm dia. from over road only	Medium (4.2m)

Tree code corresponding with tree locations mapped.

Approximate crown dimensions displayed as an average radius.

Age described as a life stage.

Refers to risk thresholds set out by QTRA.

Work priority and recommendation of a time frame to be completed in. For example: '<12m' shorthand for less than twelve months.

Displayed as a 'what3words' geo reference. Available as a mobile application or online at <https://what3words.com/>

General observations of tree condition that has influence on the risk level or target range.

Recommendation of advisory works to reduce the Risk of Harm towards a 'Broadly Acceptable' level.

Diameter of the main stem at 1.5m (breast height), or average of multiple stems. Commonly referred to as DBH.

9th July 2025

Dear Sirs

Foul登 Parish Council is seeking quotes for tree works identified in a recent Quantified Tree Risk Assessment (QTRA) carried out in June 2025. The works relate to trees at two sites in Foul登: the Village Hall Field and the Recreation Ground.

The full tree survey report is attached and shared in confidence for quoting and planning purposes only. Please do not circulate or reproduce without permission.

1. Priority Tree Works

(Identified in the survey as requiring action within 6–12 months)

Tree ID	Species	Location	Action
3416	Wych Elm	Village Hall Field	Fell – dead tree near building
3407	Ash	Village Hall Field	Pollard or high coppice at 2m – trunk cavity and root decay
3421	Wych Elm	Recreation Ground	Fell – dead tree, plus remove branch from adjacent ash resting in crown

2. Willow Tree Management

(Recreation Ground, southeast/eastern boundary)

Please provide a quote to pollard the group of mature willow trees near the footpath and residential properties, to reduce the risk of limb shedding. These trees are referenced in the survey, and one has been the subject of resident concerns about previous branch failures into their garden.

Relevant trees:

- 3424 – White Willow: 28m tall; major deadwood, past branch failures, partial crown reduction already completed
- 3425 – White Willow: 23m tall; major deadwood, signs of previous limb failures
- 3426 – White Willow: 23m tall; appears healthy, included due to proximity
- 3428 – Weeping Willow: 19m tall; previously damaged by adjacent willow failure

Work should focus on:

- Reducing crown weight through pollarding to improve safety
- Prioritising trees closest to the footpath and property boundary

Please include in your quote:

- Individual or grouped pricing for all listed works
- Confirmation of waste removal
- Timeframe for availability
- Confirmation of insurance and qualifications
- Confirmation that all work will follow BS 3998:2010 and relevant wildlife protection laws

Contractors are welcome to visit the site if needed, no appointment is required.

I would be grateful to receive your quote by 31st July 2025.

Kind regards,

Sharon Sweet

Temporary Parish Clerk

Residents' Correspondence – Trees at Recreation Ground

1. Trees along Recreation Ground boundary (Vicarage Road, near play/gym equipment)

- A resident has raised concerns about the height of trees bordering their garden and the park.
- Reports of short branches and debris falling into their garden and onto their roof during high winds.
- Concern about gym/play equipment located underneath these trees.
- Asked whether there is a tree management plan in place and who they should contact.
- Queried whether the trees with tags are subject to Tree Preservation Orders or are in a Conservation Area.

2. Willow group on the eastern boundary of the Recreation Ground (Vicarage Road side)

- A resident expressed concern that the willow trees have become too large and brittle.
- Reports of branches falling into their garden in high winds, and larger limbs falling onto the pathway into the Recreation Ground last winter.
- Concern that falling branches could cause serious injury to children or users.
- Requested that the willows be pollarded/reduced before storm season.
- Asked for an update on the results of the recent tree survey and what actions will follow.

Dear Sharon,

I'm writing to you to ask if you would consider placing a bin near the walnut tree at the end of School Road.

I feel this would be useful as when me and my family are walking the dog we seemed to have noticed there is litter. It would also be a thought to put it there as many people stop and sit on the bench to watch nature or have a sit mid-way through a walk.

It would be even better if the bin was for general waste and dog poo as they would then know that they don't have to walk far to put it in a bin. I also feel this would decrease the amount of litter round the area which would add to the loveliness of the village.

Thank you for reading this letter and I hope you consider this idea!

→

Appendix A – Payments

Foulden Parish Council — Payment Schedule: June 2025

A. Retrospective Approval (Paid in May, missed from minutes)

Payee	Description	Amount (£)	Payment Method	Notes
S Blythe Internal Audit	24/25	125.00	BACS	Paid in May, not minuted

B. June Payments – Contractual and Pre-Agreed at Previous Meetings

Payee	Description	Amount (£)	Payment Method	Notes
S Sweet	Clerk Salary – June 2025	406.47	BACS	Contractual
S Sweet	Clerk Expenses – Mileage (file handover)	27.00	BACS	HMRC rate, agreed staffing contract
G Fendick Landscaping	Grounds Maintenance (Mar–May 2025)	936.00	BACS	Pre-approved contractor
Broadland Computers	Anti-Virus Licence – 1 year	25.00	BACS	IT protection
Ravencroft Tree Services Ltd	Tree Risk Assessment (Recreation Charity)	540.00	BACS	Pre-approved May meeting
TOTAL		£1934.47		

C. Receipts to Note in June 2025

Payer	Description	Amount (£)	Date Received	Notes
National Lottery	Grant for new climbing wall (Rec Ground)	7,250.00	6 th June 2025	Net cost of wall; earmarked spend

D. Internal Transfer FROM the Instant Access Savings TO the current account

£3000.00

Foulden Parish Council — Payment Schedule: July 2025

A. July Payments – Contractual and Pre-Agreed at Previous Meetings

Payee	Description	Amount (£)	Payment Method	Notes
S Sweet	Clerk Salary – July 2025	406.47	BACS	Contractual
G Fendick Landscaping	Grounds Maintenance (June 2025)	312.00	BACS	Pre-approved contractor
Unity Bank	Monthly banking fee June & July	12.00	BACS	Banking charge
TOTAL		£ 730.47		

B. Receipts to Note in July 2025

Payer	Description	Amount (£)	Date Received	Notes
Breckland DC	Recycling payment 2025	300.69	23 July 2025	Recycling credits

C. Internal Transfer FROM the Instant Access Savings TO the current account

n/a

Foulden Parish Council — Payment Schedule: Aug 2025

A. August Payments – Contractual and Pre-Agreed at Previous Meetings

Payee	Description	Amount (£)	Payment Method	Notes
S Sweet	Clerk Salary – Aug 2025	406.47	BACS	Contractual*
G Fendick Landscaping	Grounds Maintenance (July 2025)	312.00	BACS	Pre-approved contractor
Unity Bank	Monthly banking fee Aug	6.00	BACS	Banking charge
RBL	VJ Wreath (Section 137)	27.50	BACS	Within S137 budget
Cozens	Lighting maintenance June-Aug contract	44.00	BACS	Pre-approved contractor
N West	Reimbursement (supplies for litter bin)	60.99	BACS	Pre-agreed minutes May 2025
Kingfisher	New litter bin	281.88	BACS	Pre-agreed minutes May 2025
TOTAL		£1138.84		

B. Receipts to Note in August 2025

Payer Description Amount (£) Date Received Notes

C. Internal Transfer FROM the Instant Access Savings TO the current account

n/a

Foulden Parish Council — Payment Schedule: up to 28th August 2025

A. Payments up to 28th August

Payee	Description	Amount (£)	Payment Method	Notes
Ansvar	Update to insurance policy, add climbing wall	13.26	BACS	
Cllr J Green	Reimbursement gov.uk subscription with 20i	137.98	BACS	
NPower	Streetlighting Apr 2024-Mar 2025	483.66	BACS	
NPTS	Training – Grants & Projects	48.00	BACS	
TOTAL		£ 682.90		

B. Receipts to Note up to 28th August 2025

The bank statement has been reconciled against the cashbook to **28TH Aug 2025**

CASHBOOK

Opening balance 01.04.2025 £ 5117.97

PLUS receipts £13894.75

LESS payments £ 7009.91

TOTAL £12002.81 - A

BANK STATEMENTS to 28th August 2025:

Current account £8244.11

Savings £ 5574.84

SUB TOTAL £13818.95 (includes grant £7250: climbing wall)

PLUS uncashed receipts 28th August £ 0.00

LESS uncashed payments 28th August £ 1816.14 (payments to be authorised)

Adjusted bank balance TOTAL £12002.81 -B

Cash in hand (A) = adjusted bank balance (B)

FOULDEN Parish Council
Accounts for year ending 31st March 2025

	2025/6 to date	<i>Budget 2025/6</i>	2024/5
Income			
Bank Interest	£ 35.93	£50.00	£ 38.91
Donations	£ -		
Grants	£ 7,250.00		
Insurance	£ -		£ 785.39
Misc	£ -		
Precept	£ 5,731.00	£11,462.00	£ 9,122.00
Recycling	£ 300.69	£300.00	£ 309.15
VAT	£ 577.13	£550.00	£ 396.05
Total	£ 13,894.75	£ 12,362.00	£ 10,651.50

Expenditure			
Clerk Salary	£ 2,030.61	£5,280.00	£ 6,574.25
PAYE	£ -	£220.00	£ 909.20
Pension	£ -	£0.00	
Audit	£ 125.00	£125.00	£ 45.00
Bank Charges	£ 24.00	£84.00	£ 71.40
Communications	£ -	£60.00	£ 40.00
Contingency	£ -	£400.00	
Data Protection	£ -	£35.00	£ 35.00
Defibrillator	£ -	£120.00	
Elections	£ -		
Grass Cutting	£ 1,300.00	£1,810.00	
Grass Cutting Church	£ 250.00	£250.00	£ 250.00
Grounds Maint (trees)	£ 450.00		
Insurance	£ 663.39	£650.00	£ 1,288.56
Information Tech.	£ 282.41	£250.00	£ 746.32
Legal / Consultancy	£ 400.00	£200.00	£ 350.00
Membership	£ -	£100.00	£ 240.66
Miscellaneous	£ -		
Office / Admin	£ 27.00	£550.00	£ 586.11
Recreation Field	£ -	£500.00	£ 1,060.00
S137	£ 27.50	£250.00	£ 270.00
Streetlights Electricity	£ 460.63	£650.00	£ 581.94
Streetlights Maintenance	£ 74.00	£148.00	£ 110.60
Training	£ 40.00	£150.00	
Village Hall	£ 32.50		£ 1,545.39
Village Maintenance	£ 295.89	£400.00	£ 1,100.00
War Memorial	£ -		
Website	£ -	£130.00	
White Gates	£ -		£ -
VAT	£ 526.98		£ 577.13
Total	£ 7,009.91	£ 12,362.00	£ 16,381.56