

MINUTES OF A MEETING OF FOULDEN PARISH COUNCIL

held on Thursday March 6th 2025 at The Village
Hall, Foulton on the rising of the Annual Parish
Meeting commencing 6.44pm.

Present: Cllrs J Green, S McMahon, S Parker(Chair), B Parnham, S Pyre, N West,
Clerk: Sarah Hunt

9 members of the public, County Councillor F Eagle and District Councillor S Hussey were in attendance.

1. Apologies and consideration of acceptance for absence.

Councillor Carole Balding – absent.

2. Members declarations of interest and requests for dispensations.

Cllrs Green and Parnham reminded the meeting of their Trusteeship of the Village Hall.

3. Minutes.

The minutes from Full Council Meeting held on 4th December 2024 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr N West, seconded Cllr B Parnham.

4. Public Forum

4.1 Members of the Public:

The issue of the delayed telephone response for both County and District Council had been raised at the Annual Parish meeting prior.

4.2 County Councillor Fabian Eagle confirmed that he would look into the matter and requested more detail.

4.3 District Councillor Scott Hussey was welcomed to his first Parish Council meeting.

5. Updates on matters not on the agenda.

5.1 Village Gate issues. Cllr S McMahon is working with Highways to relocate the village name on the gates. To be removed from future agenda's.

5.2 Tree works – completed as recommended by arboriculturist. NOTED.

The Council was asked what plans were in place with regard to the Ash trees with issues. Clerk to investigate where the trees are sited, and the ownership of the land and circulate to all councillors. It was DELEGATED to the Clerk to instruct a survey following the review of this information. PROPOSED Cllr S Pye, seconded Cllr S Parker. Cllr Pye is willing to meet with the tree surgeon on site.

6 Planning.

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

6.1.1 None.

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

6.2.1 None.

Clerk: Mrs Sarah Hunt, 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

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It was NOTED that checks had been made by Councillors and there were no planning applications for Foulton showing on the new portal.

7 Administrative Matters

- 7.1 Emergency/Resilience Plan. To be revisited following questionnaire. NOTED.
- 7.2 Village Questionnaire – This is now in the final form. Councillors to agree distribution following meeting, printing and distribution to Councillors to be by Cllr Parker. Forms can be scanned and emailed to the clerk, or returned to the village hall postbox.
- 7.3 NOTED that website upgrade/colour changes are in hand. This is to enhance the contrast between text and background to improve accessibility.
- 7.4 It was AGREED that all councillors are to use the Council issued .gov.uk emails to comply with best practice and FOI. Clerk to only circulate information using the .gov.uk emails. PROPOSED Cllr S McMahon, seconded Cllr J Green. Cllr Green to support Councillors to ensure they all have access.
- 7.5 NOTED that the dog show and fun day will take place on the Recreation ground on 29th June 2025 organised by the Village Hall Trustees. The Council insurance does not cover this event, and the organisers have confirmed they have insurance in place.
- 7.6 It was AGREED that the Village Hall Trustees attach a banner (3ft x 2ft) between the posts under the Parish Council noticeboard located by the village sign on White Hart Street as a temporary sign to inform parishioners of upcoming events.
- 7.7 It was AGREED to pay £201.60 for the website fees for 2025/26. Credit Card held by wix to be updated from Cllr J Green to Parish Clerk. PROPOSED Cllr Pye, seconded Cllr Parnham.

8 Finance and Governance

- 8.1 It was RESOLVED to make the payments at Annex A, income noted.
PROPOSED Cllr S Pye, seconded Cllr S McMahon.
- 8.2 Bank reconciliation received. Balance as at 28.2.2025 is current a/c £2,261.88 and instant access a/c £4,510.58. Total £6,772.46.
Budget to date received.
- 8.3 Update on Internal Audit actions:
 - Asset register forwarded to insurance company – awaiting notification of any additional premium.
 - Streetlights – to note that the following do not appear on the maintenance schedule: 9018. School Road outside the flats galvanised post – 18 led lamp. To be added to maintenance schedule.
 - 9019 School Road near Walnut Cl. f/path galvanised post - 18 led lamp.
 - It was confirmed these belong to the council. Contractor to be advised.
 - Computer to be updated.
 - Goals and nets to be removed value £500.00
- 8.4 The meeting considered a request from the church for a £500 donation towards renovations works. Clerk to ascertain if this was the porch project which is now complete – updated later in the meeting that there remains much ongoing expense with the local church. The Council has asked the question in the questionnaire regarding financially supporting the church and is awaiting the response from the public before

considering any further support. It was NOTED that there is no funding within the budget allocated for such donations.

9 Code Of Conduct Complaints.

- 9.1 NOTED the outcome of the first investigation. Where Councillors are Trustees of a charity are advised to put this onto their declaration of interest form under 'other registrable interest' and not vote on any matters pertaining to the Charity. Whilst a breach had occurred no further action is to be taken. All Councillors advised to revise forms.
- 9.2 NOTED the outcome of the second investigation. Councillors who are not Trustees do not have to declare an interest in any charity matters. This includes those related to Trustees. No further action to be taken.

10 Village Matters.

- 10.1 RECEIVED SAM 2 reports.
- 10.1.1 Tallon End. 1.11.24 to 1.12.24.
 - 10.1.2 School Road. 1.12.2024 to 1.1.2025
 - 10.1.3 Vicarage Road. 1.1.2025 to 31.1.2025.
 - 10.1.4 White Hart Street. 31.1.2025 – 28.2.2025.
- These are all available on the facebook page.

11 Highways Matters

- 11.1 Roadside Nature Reserve Notification. RNR271. Foulden Rd. NOTED.
- 11.2 Clerk was requested to apply for a bin to be placed on the Highways Verge adjacent to the Recreation Field.

12 Correspondence.

It was NOTED that the clerk had deposited the Book of Councillors Declaration of Interests with the Archive Centre – the book covers 1894 to 1988.

13 Noticeboards.

Prices for building of new boards. Cllr B Pye to bring costs to next meeting.

14 Public Forum

Cllr Pye was thanked for work on the village sign.

The Trustees of the Village Hall were thanked for their support for the new mahjong booking.

The Trustees of the Village Hall were asked where the photographs/paintings were – in safekeeping whilst work is taking place in the hall.

15 Matters for next meeting and information.

To review employment policies.

Areas of responsibility for Councillors.

To note and agree future meeting dates;

Annual Parish Council Meeting May 29th 2025 at 6pm

Parish Council Meeting September 4th 2025 6pm

Parish Council Meeting December 4th 2025 at 6pm

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Annex A - March 2025								
		Net	VAT	Gross				
Sarah Hunt	February Salary incl. Homeworking	£431.60		£431.60				
Sarah Hunt	March Salary incl. Homeworking	£431.60		£431.60				
Sarah Hunt	April Salary incl. Homeworking	tbc		£0.00				
HMRC	No payments	£0.00		£0.00	Reclaim of £785.12 submitted. Direct Debit set up.			
Cozens	Streetlighting maint. Contract Dec/Jan/Feb	£37.00	£7.40	£44.40				
Sarah Hunt	Refund phone topup 16.12.24	£10.00		£10.00				
C P Tree Services	Tree works	£1,110.00		£1,110.00	PAID			
Viking Direct	Filing Cabinet	£77.49	£15.50	£92.99	PAID			
NPTS	Membership 2025/26	£114.62		£114.62	If renewal is required.			
Unity	Bank Charges (Dec, Jan, Feb)	£18.00		£18.00				
Broadland Computers	New Computer & Support	£369.17	£73.83	£443.00				
TOTAL		£900.20	£7.40	£2,696.21				
Income								
Interest	bank	£10.58		£10.58				

The meeting closed at 7.25pm

Signed:

Dated:

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