

THE ANNUAL PARISH COUNCIL MEETING OF FOULDEN PARISH COUNCIL

will be held on Thursday May 29th 2025 at The
Village Hall, Foulden at 6pm

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

Sarah Hunt

Sarah Hunt Parish Clerk
15th May 2025

AGENDA

1. Election of Chairman.

Chairman to sign declaration of acceptance of office.

2. Election of Vice Chairman.

Vice Chairman to sign declaration of acceptance of office.

3. To receive and consider apologies for absence.

To consider an extension of absence to Cllr C Balding if she is unable to attend.

4. Members declarations of interest and requests for dispensations.

You have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest.

You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

5. Minutes.

To receive and agree minutes from Full Council Meeting held on 6th March 2025.

6. Public Forum

6.1 To receive comments from members of the public on matters on the agenda.

6.2 To receive a report from County Councillor Fabian Eagle.

6.3 To receive a report from District Councillor Scott Hussey.

7. Updates on matters not on the agenda.

No decisions may be taken under this item.

7.1 Village Questionnaire update.

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.

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.

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

None at agenda issue.

9 Administrative Matters

9.1. Employment Policies:

Next meeting.

9.2 To note that website upgrade/colour changes are in hand.

9.3 To receive confirmation that all councillors are now using Council issued .gov.uk emails to comply with best practice.

9.4 To consider and agree areas of responsibility for Councillors.

10 Finance and Governance

10.1 To approve payments and receive notification of income detailed as Annex A plus any late payments received before the meeting.

10.2 To receive up to date bank reconciliation as at 30.4.2025.

10.3 End of year accounts for 2024/2025:

10.3.1 To resolve to declare that Foulton Parish Council is an exempt authority as neither the gross income, nor gross expenditure, exceeds £25,000 for the 2024/25 financial year. To sign the certificate of exemption.

10.3.2 To approve Section 1 of the AGAR, the Annual Governance Statement.

10.3.3 To approve Section 2 of the AGAR, the Accounting Statements.

10.3.4 To receive the Internal Audit AGAR Statement.

10.3.5 To receive and discuss the Internal Audit report and consider any necessary actions:

Email address – to note that Foulton Parish Council already hold the domain under their control, along with specific email addresses.

10.3.6 To receive the analysis of variances.

10.3.7 To receive the bank reconciliation as at 31.3.2025 showing a brought forward balance of £5,117.97. To note earmarked reserves of £2,600.00. General reserves brought forward of £2517.97.c

10.3.8 To note the period for the exercise of public rights; Tuesday 3rd June 2025 to Monday 14th July 2025. Clerk to post necessary paperwork to Chair enable it to be on noticeboards by 2nd June 2025.

10.3.9 To note the VAT reclaim for 2024/25 of £577.13 has been received.

10.3.10 To review insurance renewal and agree cover and payment.
Renewal period 1.6.25 to 31.5.26.
ANSVAR (Current insurer) - £613.98.

Clear Insurance – declined to quote.
Zurich – to receive response if received before meeting.

11 Tree works.

- 11.1 To receive an update if available regarding the Ash Trees adjacent the Village Hall.
Recommendation from C P Trees Tree surgeon.
- 11.2 To receive quotations for a second survey.
- 11.3 To agree next actions.

12 Village Matters.

- 12.1 Birdscarer operating to the East of Foulden Road. To consider complaint and agree any action.
- 12.2 Defibrillator. To confirm that the volunteer who has been inspecting the defibrillator is not continuing. To agree who will complete inspections and update The Circuit moving forwards.
- 12.3 SAM2 Reports.
 - 12.3.1 To receive the report from 28.2.25 to 31.3.25 Tallon End.
 - 12.3.2 To receive 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. To consider purchase and installation.
- 13.2 To consider a request that a road safety mirror (2 way) be installed.

14 Correspondence.

- 14.1 Norfolk Minerals and Waste Local Plan. To note 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.
- 14.3 Email received enquiring as to the ownership of the peacocks loose in the village.
- 14.4 Nutrient Neutrality Fund. Circulated by email. Posted to facebook.

15 Noticeboards.

- 15.1 To consider quotation received for replacement noticeboard(s).
- 15.2 To receive prices from Cllr B Pye.
- 15.3 To agree next steps.

16 Public Forum

To receive comments from members of the public on matters on the agenda.

17 Matters for next meeting and information.

Draft Budget for 2026/27.

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

To resolve 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 To note the resignation of the Parish Clerk – last working day 31st May 2025.
- 18.2 To consider appointment of Locum Clerk/RFO and plans for Clerk recruitment.
- 18.3 To agree the replacement of the current Clerk/RFO on the bank mandate and addition of Locum Clerk.
- 18.4 To agree change of address wherever necessary.

To note and agree future meeting dates;

Parish Council Meeting September 4th 2025 6pm

Parish Council Meeting December 4th 2025 at 6pm

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 Pye, 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

Email: clerk@fouldenparishcouncil.gov.uk

Telephone: 07587275910

It was NOTED that checks had been made by Councillors and there were no planning applications for Fouldeu 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 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

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

Email: clerk@fouldenparishcouncil.gov.uk

Telephone: 07587275910

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	tdc		£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:

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

Email: clerk@fouldenparishcouncil.gov.uk

Telephone: 07587275910

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	
Foulton 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	

FOULDEN Parish Council

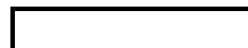
Bank Reconciliation

Financial year ending 31 March 2026

Prepared by: Sarah Hunt

Balance per bank statements as at 31st March 2024

Unity Account (20469126)	£	1,579.06	
Unity Account (20517502)	£	3,538.91	
BROUGHT FORWARD 31/3/25	£	5,117.97	
 Add: Receipts	£	6,308.13	
Less Payments	£	6.00	
 	£	11,420.10	
Less uncashed payments			
 Cash Book total (A)			£ 11,420.10
Balance per Unity *126 bank statement as at 31.04.2025	£	7,881.19	
Balance per Unity *502 bank statement as at 31.04.2025	£	3,538.91	
Total Bank Statement (B)			£ 11,420.10
balancing figure:			



Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

Foulden Parish Council

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25: **£10,651**

Total annual gross expenditure for the authority 2024/25: **£16,382**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

Signed by Chair Date

as recorded in minute reference:

Generic email address of Authority

clerk@foul登parishcouncil.gov.uk

Telephone number

07587275910

*Published web address

<https://www.foul登parishcouncil.gov.uk/>

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Foulden Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

<https://www.fouldenparishcouncil.gov.uk/>

Section 2 – Accounting Statements 2024/25 for

Foulden Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	11,247	10,848	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	9,065	9,122	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,175	1,529	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,528	7,483	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	8,111	8,898	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	10,848	5,118	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	10,848	5,118	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	12,273	12,587	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Annual Internal Audit Report 2024/25

Foulenden Parish Council

<https://www.foulendenparishcouncil.gov.uk/>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

31/4/25 9/4/25

SONIA BUTHE

Signature of person who carried out the internal audit

[Signature]

Date 9/4/25

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Explanation of variances – 2024-25

Name of smaller authority: Foulton Parish Council
County area (local councils and Breckland

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	11,247	10,848					
2 Precept or Rates and Levies	9,065	9,122	57	0.63%	NO		
3 Total Other Receipts	4,175	1,529	-2,646	63.38%	YES		
4 Staff Costs	5,528	7,483	1,955	35.37%	YES		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,111	8,898	787	9.70%	NO		
7 Balances Carried Forward	10,848	5,118				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	10,848	5,118				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	12,273	12,587	314	2.56%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

FOULDEN Parish Council
Bank Reconciliation

Financial year ending 31 March 2025

Prepared by: Sarah Hunt

Balance per bank statements as at 31st March 2024

Unity Account (20469126)	£	10,848.03	
BROUGHT FORWARD 31/3/24	£	10,848.03	
Add: Receipts	£	10,651.50	
Less Payments	£	16,381.56	
	£	5,117.97	
Less uncashed payments			
Cash Book total (A)			£ 5,117.97
Balance per Unity *126 bank statement as at 31.03.2025		£	1,579.06
Balance per Unity *502 bank statement as at 31.03.2025		£	3,538.91
Total Bank Statement (B)			£ 5,117.97
balancing figure:			



Sam2 Report:- Foulton Parish Council Meeting

Placement:- Tallon End – 28/02/2025 – 31/03/2025 (31 days duration).

Volumes:-

Total no. of vehicles counted over period = 11,449

7 day average = 360

5 day average (Mon-Fri) = 360

AM Peak (09:00 – 10:00) = 32

PM Peak (15:00 – 16:00) = 37

Speed:-

Set speed limit = 30.0 mph

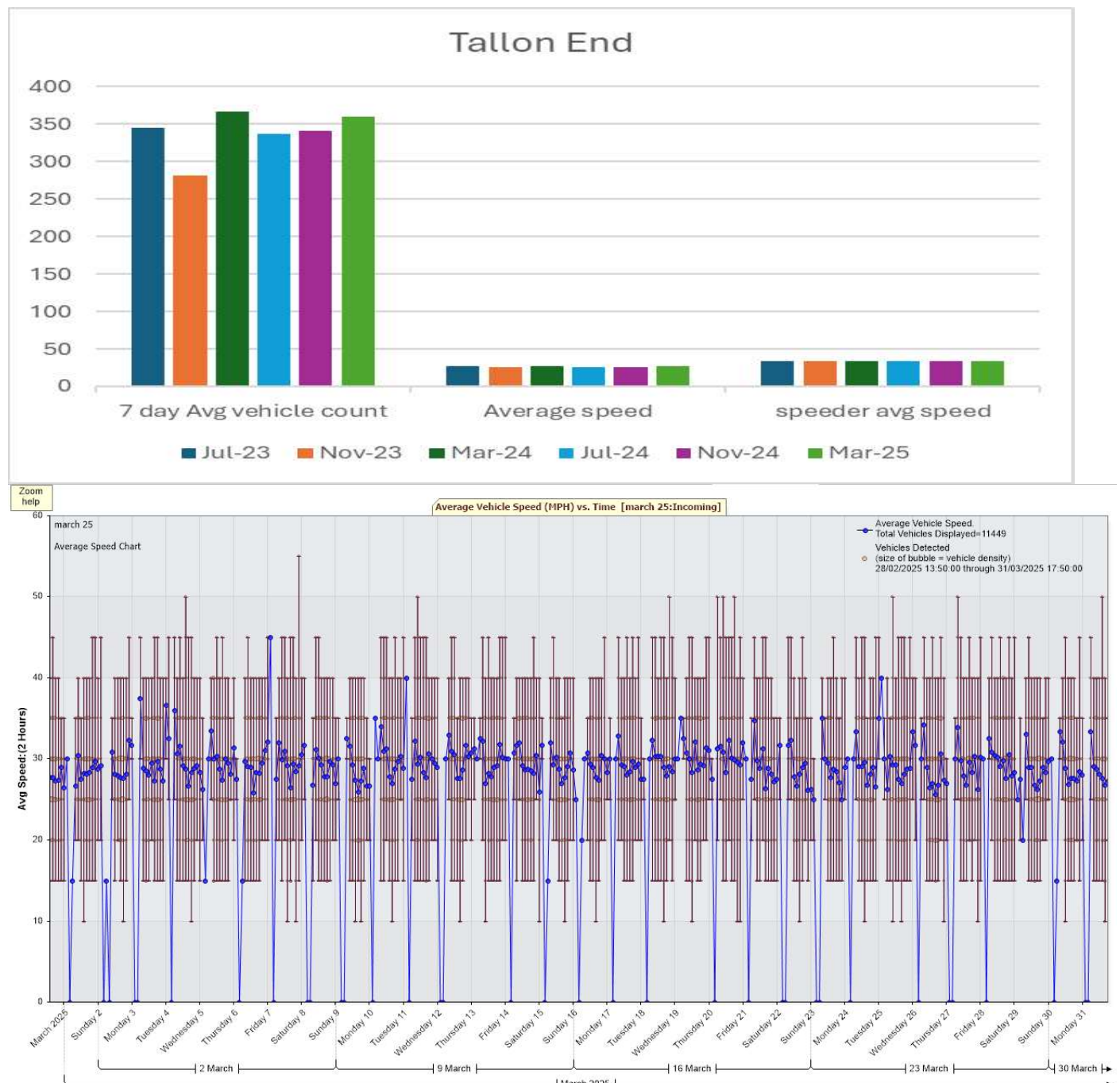
Average speed = 26.3 mph

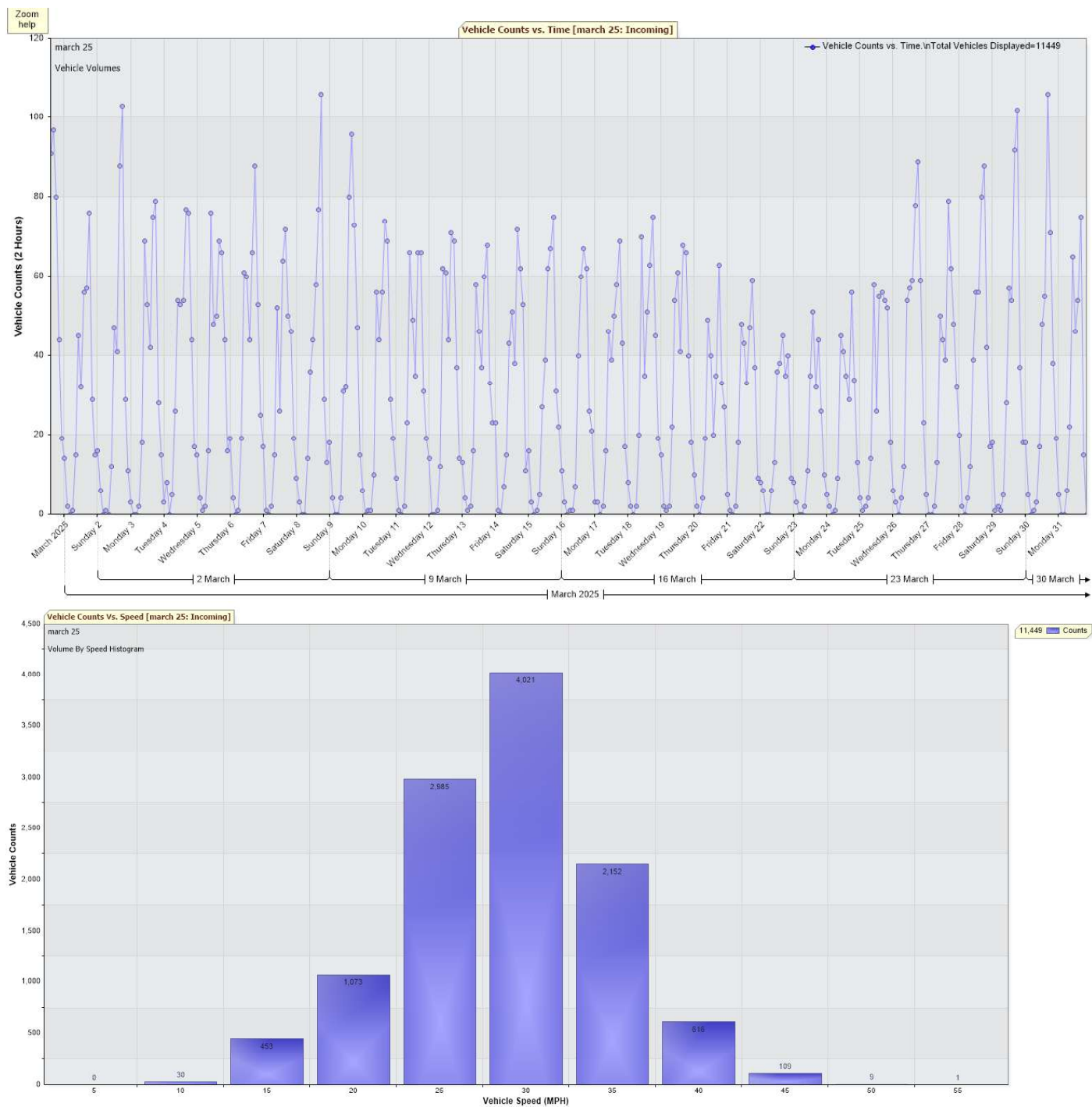
Max Speed Recorded = 55mph 07/03/2025 20:35

Average count over limit = 352

Percentage of vehicles exceeding the limit = 25.3%

Average speed of vehicles exceeding the limit = 33.9 mph





Sam2 is now active at School Road. It will be in this placement from 31/03/2025 to 30/04/2025 and then moved to Vicarage Road.

Report compiled on 01/05/25

Sam2 Report:- Foulton Parish Council Meeting

Placement:- School Road – 31/03/2025 to 30/04/2025 (30 days).

Volumes:-

Total no. of vehicles counted over period = 2376

7 day average = 76

5 day average (Mon-Fri) = 79

AM Peak (08:00 – 09:00) = 7

PM Peak (15:00 – 16:00) = 6

Speed:-

Set speed limit = 30.0 mph

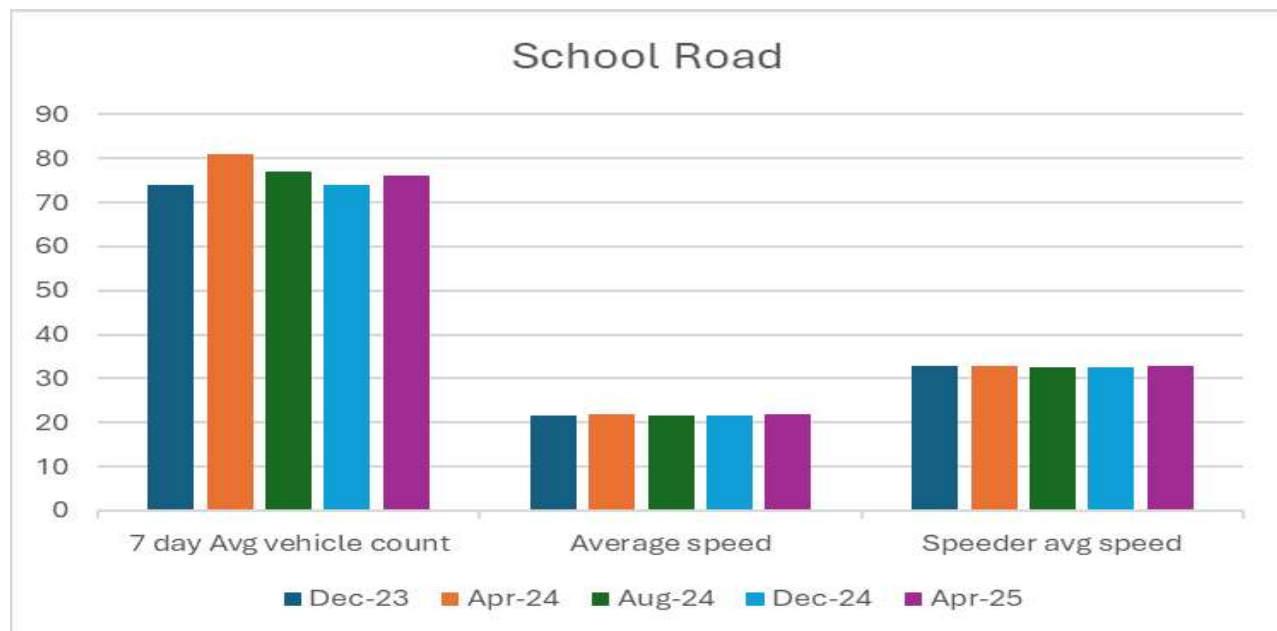
Average speed = 21.8 mph

Max Speed Recorded = 50mph 24/04/2025 06:20

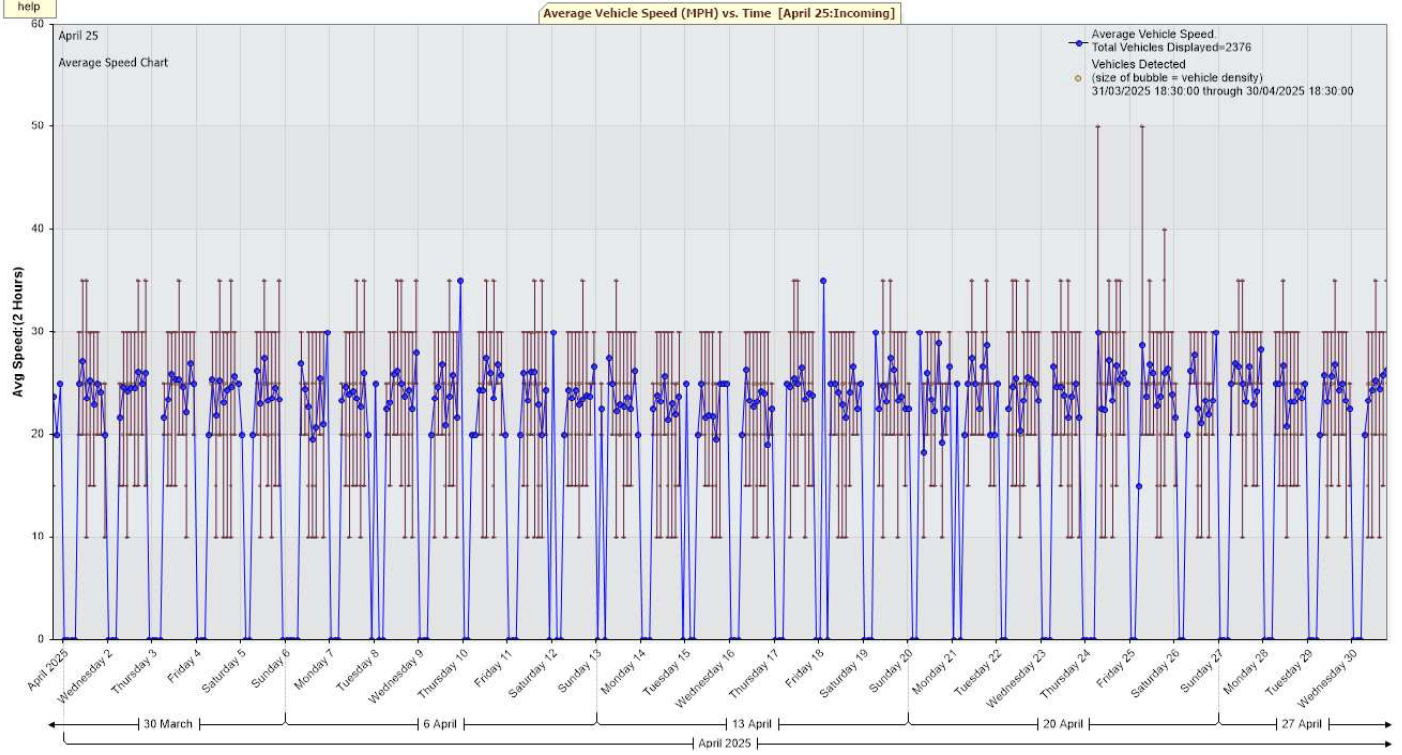
Average count over limit = 8

Percentage of vehicles exceeding the limit = 2.34%

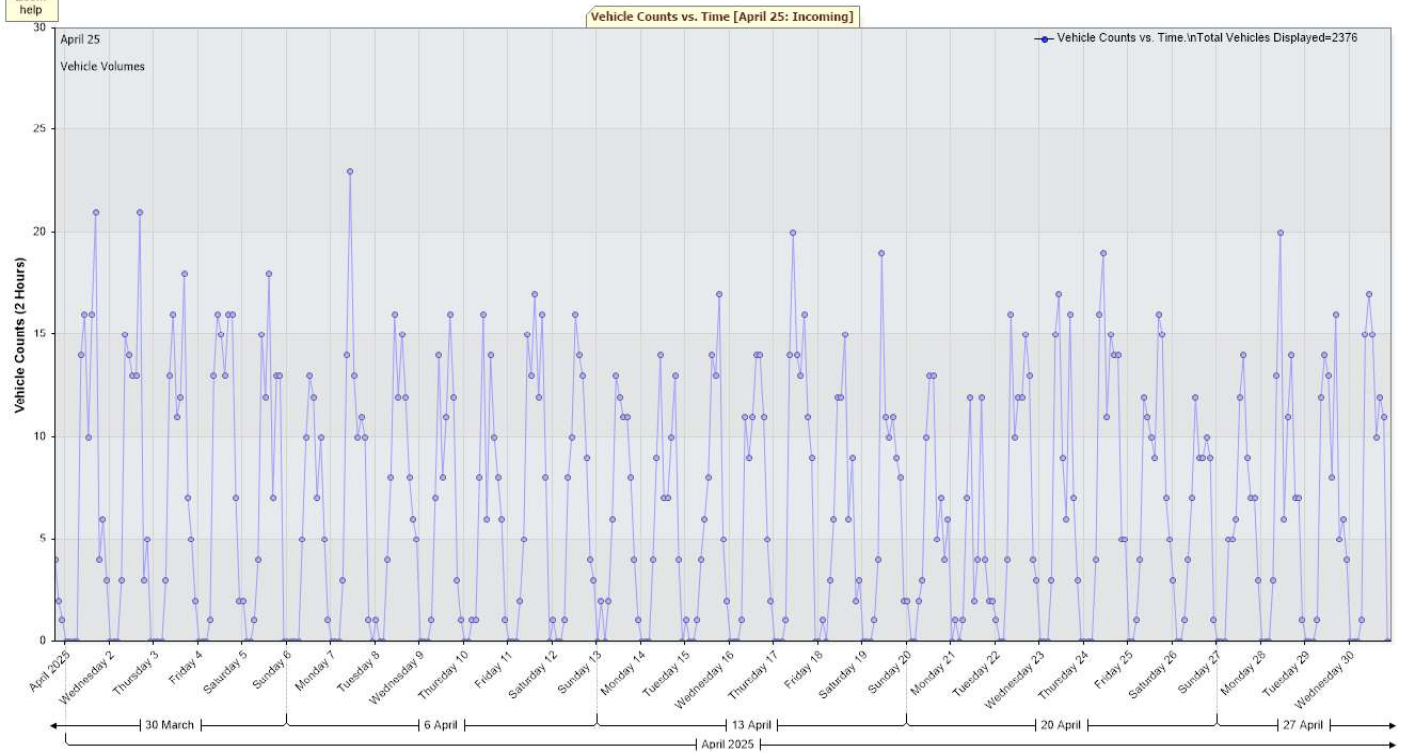
Average speed of vehicles exceeding the limit = 33 mph

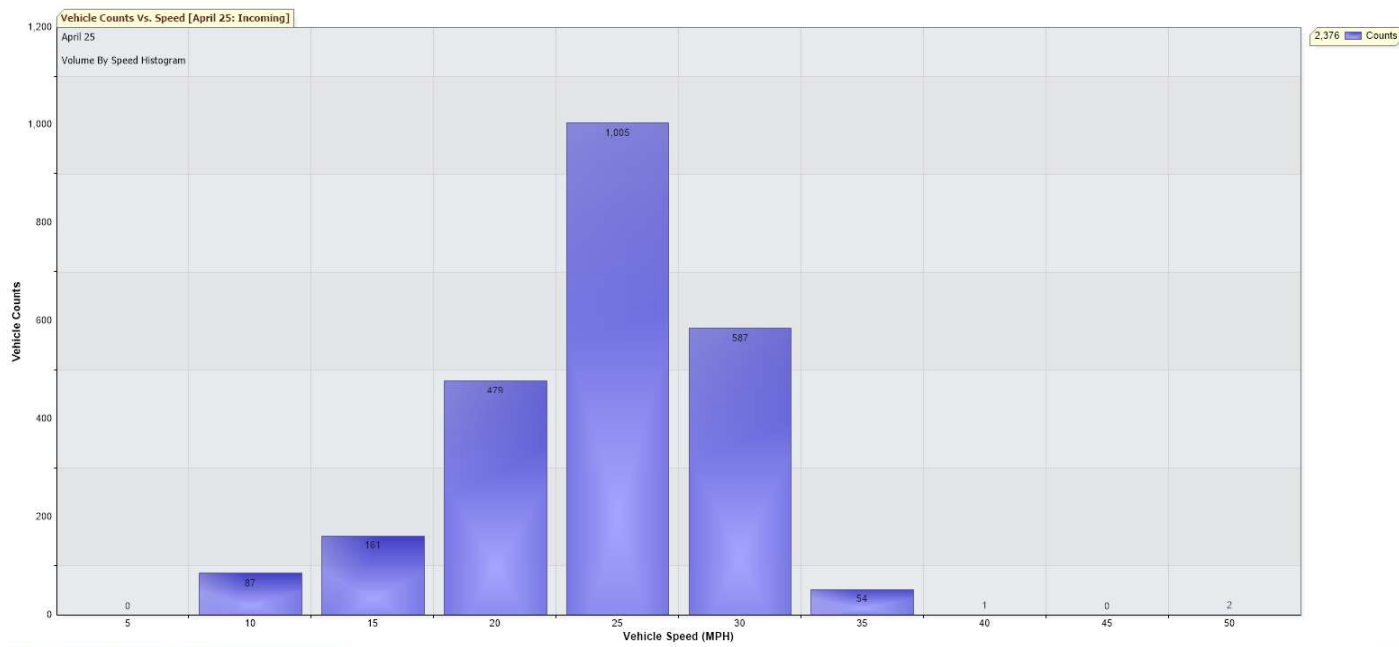


Zoom
help



Zoom
help





Quite frightening to think of a vehicle travelling at 50mph on school road. Moreover, the graph suggests that it happened at roughly the same time on two consecutive days.

Sam2 is now active on Vicarage Road. It will be in this placement from 30/04/2025 to 31/05/2025 and then moved to White Hart Street.

Report compiled on 01/05/2025

13.2

Could you please add the following item for discussion at the next council meeting please?

Due to the restricted view at the junction of Vicarage Road and the C42 can we request that a road safety mirror (2 way) at the junction be installed opposite the exit of Vicarage Road, by the Highways Authority.

The C42 is the road that leads from the A134 past Didlington, The Mill at Foulden, Becket End and past the left hand turn at the bottom of Vicarage Road and eventually to Oxborough.