

## **MINUTES OF A MEETING OF FOULDEN PARISH COUNCIL**

held on **Thursday 30th October 2025**  
at **6.00pm in Foulden Village Hall**

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

Clerk: Mrs Sharon Sweet

Minutes: Mrs Sarah Hunt

6 members of the public

1. To consider apologies for absence.  
Cllr B Parnham – extension requested.
2. An extension of absence for Cllr B Parnham was AGREED until 31<sup>st</sup> January 2026
3. To receive Declaration of Interests and any requests for dispensation  
Cllr J Green reminded the meeting of his trusteeship of the village hall.
4. The minutes of the Parish Council meeting held on 4th September 2025 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr B Pye, seconded Cllr S McMahon.
5. Public Forum.  
Matters raised included:  
Noticeboards – clarification requested over agenda item 7 and possible funding opportunities.  
It was requested that noticeboards should not be locked.  
Questions were raised concerning the draft budget which shows a considerable increase for 2026/27.
6. Information on Operation Radium shared (initiative to tackle courier fraud) from Norfolk Constabulary. Facebook and noticeboards to be utilised – Clerk to be point of contact.
7. Noticeboards
  - a) Noted that the local contractor has withdrawn his offer to supply the new noticeboards following a review of specification and costs.
  - b) The meeting considered the motion submitted by Cllr West proposing that the Council obtain up to three new aluminium noticeboards, to be funded;
    - That the Highways Surveyors Charity be approached for the initial board, and
    - Sponsorship or donation to be sought from local businesses for the remaining boards, with any additional costs included in the 2026–27 draft budget.It was PROPOSED Cllr N West that Option D Greenbarnes Model AF58 in green be agreed, seconded Cllr J Green. That Parish Council has a working party to install. Cost £775.85. And that the board be lockable and paid for by the highways surveyors. Installation outside the village hall.  
Next two boards – next agenda – clarify sponsorship and lockable/unlockable.

8. The meeting received the quotation for grounds maintenance for 2026–27 and considered appointing the same contractor G Fendick Landscaping. (2025–26 cost: £2380. 2026–27 cost: £2550) It was PROPOSED Cllr S McMahon seconded Cllr N West – AGREED.
9. The meeting considered the proposal submitted by Cllr West for a new flashing ‘deer’ speed awareness sign. Total cost of £3635.00 plus vat; Fabian Eagle, County Councillor has pledged £1,000; 50% to be applied for from Parish Partnership; £800 from precept to go into budget. PROPOSED Cllr N West, seconded Cllr C Balding – Clerk to obtain Highways permission. Locations to be clarified to Clerk.  
Subject to the agreement of Highways Parish Partnership application to be completed by Clerk.
10. Finance
  - a) The meeting RECEIVED the forecast to year end 2025–26.  
Bank reconciliation received as at 30.9.25 showing a balance of £10,256.36.  
Current estimate £1,900 to £2,500 at year end in bank – VAT still to be received.  
That is the total cash on hand, including earmarked and general reserves.
  - b) RECEIVED draft budget 2026–27. Tree surgeries and lamp posts have increased the sum, currently £19,500 precept would be necessary.  
It was noted that a donation is unlikely to be received from the Recreation Ground. That the Council is more likely to need to budget some money to be donated to the Recreation Ground. It was suggested that a precept request of around £20,000 was looking to be realistic as the draft is accurate.  
Training session to be scheduled by the current locum Clerk (Sharon Sweet) – on reserves/budgets, all Councillors to be invited. AGREED.
  - c) Noted that the VAT claim back for the period 01.04.2025 to 30.09.2025 of £2180.98 has been submitted.
  - d) It was AGREED to authorise payments as annex A for September and October. PROPOSED Cllr S McMahon, seconded Cllr N West.
  - e) The meeting considered and AGREED a payment authorisation protocol, including responsibility for checking the online banking account and approving payments. Cllrs Steve Parker (Chair) and Simon McMahon (Vice Chair) to action requests upon receipt – if not available to ask someone to action it on their behalf and clerk to be informed. Cllr Neil West to be added to Unity bank account as a signatory.
  - f) Bank reconciliation signed by the chair as agreeing to the bank statements.
11. Planning
  - a) NOTED planning application considered between meetings under delegated authority: **PL/2025/1277/FMIN** - Siting of container cabin for dog grooming purposes for commercial use within part of garden (use class E(c)) **Site:** Hythe Farmhouse, 1 Hythe Road, Foulden – no comment made
  - b) NOTED any planning decisions from Breckland District Council – change of use on pub approved – to three dwellings - £904.00 on S106.
12. Public Forum  
Noticeboards – request that they are unlocked.
13. To receive items for the next agenda

Correspondence received by Cllr S McMahon regarding specific public rights of way – applications had been submitted in 2019 – these two applications remain outstanding with Norfolk Council Council and have been in system for 6 years.

Talon End – rotted footbridge – this was reported and has resulted in a query over the footpath on the ground and the definitive map. Also who has responsibility for the footpath bridge.

It was delegated to Cllr Simon McMahon to investigate and report back to the next meeting with Footpath matters as above.

***It was RESOLVED under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 14 on the grounds that it could involve the likely disclosure of private and confidential information***

#### 14. Staffing

- a) The current locum clerk is unable to continue as Proper officer of the Council – but is prepared to undertake the training session on budgeting. The current locum Clerk is also prepared to attend the December meeting. Sharon Sweet was thanked for her offer, and for her work for the Council.
- b) Sarah Hunt was appointed as Locum proper officer and RFO on same terms as current Locum.

The meeting closed at 7.10pm

## Annex A

|  |         |
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| S Sweet and HMRC – October                   | £610.88 |
| Unity Bank Monthly Fee DDR                   | £6.00   |
| Community Action Norfolk (membership/Silver) | £50.00  |
| ICO – Annual Data Protection Fee DDR         | £47.00  |
| S Sweet – mobile phone top up refund         | £10.00  |