

FOULSHAM PARISH COUNCIL

Minutes (draft unless signed) of a meeting Foulsham Parish Council
held on Wednesday 20th August 2025 at 19:30 in the New Frost Hall

Present: Cllrs G. Fearn (Chair), S. Stilgoe, J. Duck, C. Taylor, C. Ferris.

Acting Clerk: Mrs L. Jennings

County Councillor: Mr Greg Peck

Members of the public present - 3

1. To receive and consider apologies for absence:

Cllr Matthew Payne and District Councillor Dave Thomas

2. To receive any applications for Co-option

Mr Steve Atkinson of Foulsham wished to be co-opted onto the Parish Council. On the Proposition of Cllr Duck, seconded by Cllr Taylor and agreed by all, RESOLVED that Mr Atkinson is appointed.

3. To record declarations of interest and approve any requests for dispensations.

None received.

4. Public Participation

A resident reported that the rubbish on the Playing Field still has not been removed from behind her fence. She reported that the bins have not been emptied, the baby area has not been cut and the hedges need cutting. There are 4 old fence panels on the play area that need removing. The Clerk will meet with the Chairman to investigate.

The green and grey bins on the Playing Field have not been emptied for some while. The Clerk will investigate Broadland District Council and Veolia to look at emptying bins around the Parish.

5. Minutes

On the proposition of Cllr Taylor, seconded, by Cllr Duck the minutes of the meeting held on 16th July 2025 were approved and signed by the Chair.

6. Matters Arising

There were none.

7. County and District Councillor Reports

7.1 District Cllr Dave Thomas – apologised for non-attendance and reported that it had been quiet in Foulsham although he had enjoyed the Family Fun Day at the Village Hall. He has no further updates regarding The Oaks as it is still with the Planning Department for a Retrospective Application. Broadland District Council is gearing up for an Extraordinary Council Meeting in September to discuss the Local Government Review proposals.

7.2 County Councillor Greg Peck –County Councillor Peck reported that the Local Government Review has agreed to an election next May for a new Mayor for Norfolk and Suffolk. There is a fund in place which could be used to repaint the Pavillion.

Acting Clerk: Linda Jennings

Email: foulshamparishclerk@live.co.uk

8. Planning

- 8.1** To discuss and make observations on any applications received – none received.
- 8.2** Update on any existing applications –(2025/1669) - Twyford Lane Cottage, 10 Twyford Lane, the application has been withdrawn.
- 8.3** To consider any Enforcement Matters since publication of the agenda – none received.

9. Finance and Governance Matters

9.1 Annual Governance and Accountability Return 2024-2025

- 9.1.i** To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form Certificate of Exemption – (AGAR 2024/25 Form 2)
- 9.1.ii** To consider the Internal Auditors Report for year ending 31 March 2025
- 9.1.iii** To consider the assertions on, and complete, the Annual Governance Statement and to authorise the Clerk and Chairman to sign.
- 9.1.iv** To consider and approve the Accounting Statements and to authorise the Chairman to sign.

9.2 To consider and agree payments at Annex A and note any income.

- 9.2.i** Query raised on invoice for Leeroy's Services £445.00 – this will be paid on receipt of reply.

9.3 To receive bank reconciliation as at 12 August 2025 Main Account (£8874.73)

To receive bank reconciliation as at 12 August 2025 No 2 Account (£5089.95)

The Clerk will amend Lloyds Banking to online for Cllrs Fearn and Stilgoe.

9.4. Local Government Pay Scales 2025 -2026

To record that the LGPS have increased by 3.2% from 1st April 2025 giving the Clerk an hourly increase of 0.53p. The back pay will be added to the next salary payment following approval by the Parish Council.

9.5 To receive the Internal Audit and to discuss the findings.

10. Correspondence

- 10.1** Notification of road closure affecting Old School Road from its junction with Station Road to its junction with Reepham Road – 27th to 28th August 2025.
- 10.2** Broadland District Council – Management of Unauthorised Encampments on Parish Land.

11. Policies

The Clerk will select 4 of the most urgent Policies to update.

The Parish Council agreed that Steve Jackman should be asked to update the Parish Council website as it is not compliant nor accessible.

The Clerk will also try to get copies of the Good Councillor Guides and get a quote from Norfolk Parish Training and Support for a group training session.

12. Items not on the agenda

Future meeting dates as follows:

1st October 2025

5th November 2025

17th December 2025

28th January 2026

Acting Clerk: Linda Jennings

Email: foulshamparishclerk@live.co.uk

Meeting closed at 21.05

The next meeting is scheduled for 1st October 2025 at 19:30

Signed:_____ (Chair) Date:_____

PAYMENT OF INVOICES FOR MEETING HELD ON 20TH AUGUST 2025**ACCOUNT 1**

VODAFONE (JULY BILL)	£19.00	CHEQUE
CLERKS SALARY	£389.79	CHEQUE
HMRC	£88.20	CHEQUE
LLOYDS BANK A/C No 1 Charges		
10 May 2025 – 9 June 2025	£4.25	DD
10 June 2025 – 9 July 2025	£5.25	DD
LLOYDS BANK A/C NO 2 Charges		
10 May – 9 June 2025	£4.25	DD
LEEROY'S SERVICES		
Grounds Care for Jan – April 2025	£1700	CHEQUE
Grounds Care for May – Aug 2025	£1700	CHEQUE
Trim hedge and dispose of waste (Waller Lane)	£445.00	CHEQUE
COZENS (UK) LTD		
Maintenance Charge June/July/August	£90.00	CHEQUE
DAVID DREW		
Litter clearance at Rec and flower beds at War Memorial	£65.00	CHEQUE
Mrs D. Dann – Internal Auditor	£50.85	CHEQUE
TOTAL PAYMENTS	£4561.59	