

FOULSHAM PARISH COUNCIL

Minutes of a meeting Foulsham Parish Council
held on Wednesday 15th October 2025 at 19:30 in the New Frost Hall

Present: Cllrs Geoff Fearn (Chair), Sharon Stilgoe, Stephen Atkinson, Michelle Carrick, Jill Duck and Clive Taylor.

Locum Clerk: Miss Laura Bateman

County Councillor: Cllr Greg Peck

District Councillor: Cllr David Thomas

Members of the public present: 1

The meeting opened at 19:32

1. To receive and consider apologies for absence:

Cllr Colin Ferris

2. To receive resignation of Acting Clerk

Resignation received with immediate effect

3. To receive any applications for Co-option

Michelle Carrick of Foulsham wished to be co-opted onto the Parish Council. On the Proposition of Cllr Fearn, seconded by Cllr Atkinson and agreed by all, RESOLVED that Michelle Carrick is appointed as Parish Councillor.

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

None received

5. Public Participation

None

6. Minutes

On the proposition of Cllr Duck, seconded by Cllr Taylor the minutes of the meeting held on 20th August 2025 were approved and signed by the Chair.

7. Matters Arising

7.1 Residents had kindly trimmed some hedges but some overgrown hedging on Sneck Lane still required cutting by Highways. The Clerk will report this for action. **ACTION Parish Clerk**

7.2 The Clerk will formulate an action plan based on the recommendations from the internal audit to present at the next meeting. **ACTION Parish Clerk**

7.3 The Clerk will contact Leeroy Services to explain the Council had not instructed the work to be carried out so were not responsible for settling the outstanding invoice.

ACTION Parish Clerk

7.4 The Clerk will establish councillor induction training costs through Norfolk Parish Training and Support (NPTS) to report at the next meeting. **ACTION Parish Clerk**

Locum Clerk: Laura Bateman

Email: foulshamparishclerk@live.co.uk

8. County and District Councillor Reports

8.1 District Cllr Thomas – A letter has been delivered to residents on Station Road, Guist Road and High Street as well as Addison Farm and Sanders Buses, to gather views on speeding, HGVs and dangerous driving. To date, over 30 responses have been received. Once all feedback is collected, appropriate actions will be considered. Cllr Thomas is exploring a one-way traffic system for farm traffic and supported the re-instatement of a speed watch group if there were enough volunteers. Cllr Thomas requested to have the SAM-2 speed sign reinstalled, the Chairman currently holds the sign and can facilitate this. **ACTION Cllr Fearn**

Broadland Council, along with five other councils, voted in favour of a 3-unitary authority option for Norfolk. South Norfolk supported a 2-unitary authority option, while Norfolk County Council opted for a single unitary authority. These proposals have now been submitted to the Secretary of State, who will make the final decision. A further public consultation will take place before a final decision is expected in early 2026.

Mayoral elections are scheduled for May 2026, with County elections likely to coincide.

8.2 County Cllr Peck – Cllr Peck reported having multiple discussions with local businesses regarding the issue of large vehicles using narrow roads. The situation would temporarily improve but issues resumed after a short time. He suggested traffic calming measures, such as village gateway signs, could offer a more permanent solution. These signs cost approximately £3,000 each and ideally two sets would be required. Funding could come from the Parish Partnership Scheme (PPS), which covers 50% of the cost. Cllr Peck may be able to provide funding for the remaining 50% of one set of gates, reducing the parish council's contribution to £1,500 for the second set. The Clerk will draft an application to present at the next meeting. **ACTION Parish Clerk**

There is funding available that the parish council could apply for to support the restoration of the pavilion and installation of new floodlights on the playing field. The clerk will obtain quotes for the required work and will submit an application to Cllr Peck promptly.

ACTION Parish Clerk

9. Planning

9.1 There were no new planning applications for consideration.

9.2 There were no new planning decisions to note.

9.3 A letter regarding concerns over the use of a piece of land on Wood Norton Road was passed to Cllr Thomas for investigation.

10. Finance and Governance Matters

10.1 With the exception of the payment for £445 to Leeroy Services, all other payments due at Annex A were AGREED to be paid, proposed Cllr Atkinson, seconded Cllr Fearn, all in favour.

The Clerk would circulate a copy of the groundwork contract to all members.

ACTION Parish Clerk

10.2 There had been no bank reconciliations prepared. The Clerk will prepare this for the next meeting.

11. Correspondence

11.1 There was no additional correspondence to receive that had not been previously dealt with in the meeting.

12. Matters for the next Agenda

12.1 Policies – The Clerk would create an action plan for policies and present it to the Council at the next meeting. **ACTION Parish Clerk**

13. Items not on the agenda

13.1 Future meeting dates as follows:

19th November 2025

17th December 2025

13.2 There are two street lights out, the Clerk will report the issue. **ACTION Parish Clerk**

13.3 Poppys to be displayed on lamppost will be requested ready for Remembrance Day.

13.4 The Clerk will investigate the piece of land on Sandpit Lane to ascertain any tenancy agreements in place and report back at the next meeting. **ACTION Parish Clerk**

13.5 A collection will be made for a thank you to the previous clerk.

Meeting closed at 8.58pm

Under the Public Bodies (Admission to Meetings) Act 1960, a confidential session was held to exclude the press and public.

14. Staffing Matters

It was RESOLVED to appoint Laura Bateman as Locum Clerk with agreed conditions.

The next meeting is scheduled for 19th November 2025 at 19:30

Signed: _____ (Chair) Date: _____