

FOULSHAM PARISH COUNCIL

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

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

Locum Clerk: Miss Laura Bateman

County Councillor: Apologies - Cllr Greg Peck

District Councillor: Cllr David Thomas

Members of the public present: 2

The meeting opened at 19:30

1. To receive and consider apologies for absence

Cllr Greg Peck

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

None received

3. Public Participation

A member of the public informed the Council that a group of six residents had formed a committee to help manage the pavilion, with the aim of making the area a usable community facility. Concerns were expressed over the ground's maintenance of the playground and borders of the playing field. The Clerk would contact LeeRoy Services Ltd to discuss this issue.

ACTION Parish Clerk

There is an oak tree on the park that requires some attention and a second tree covered in ivy near Highfield Close. Cllr Stilgoe may know someone who would take a look at the trees to confirm any works required.

ACTION Cllr Stilgoe

The resident explained they had obtained a quote for removal of rubbish near their property on the recreation ground and would forward this to the Clerk for the Council's consideration.

It was noted that dog fouling remained an ongoing issue despite notices being displayed.

4. Minutes

On the proposition of Cllr Duck, seconded by Cllr Taylor, the minutes of the meeting held on 15th October 2025 were approved and signed by the Chair.

5. Matters Arising

5.1 The Parish Partnership Scheme draft application was considered. It was agreed that the proposed locations for the two Village Gateways would be:

- Guist Road (**what3words: mailer.grumbling.nation**) – one large and one smaller gateway
- Foxley Road (**what3words: bedrock.informer.food**)

The Clerk would contact the Highways Engineer to seek support in principle and endeavour to submit the application by the deadline of 1st December.

ACTION Parish Clerk

Locum Clerk: Laura Bateman

Email: foulshamparishclerk@live.co.uk

5.2 A builder had attended the pavilion to assess the work needed to make the area usable. The building required repointing, a new door and repainting and a quote would follow. Cllr Carrick offered to speak with an electrician to ascertain what was needed to get the floodlights working and would report back to the meeting. **ACTION Cllr Carrick**

The lack of parking was discussed, but it was believed an area through a disused gate next to the football pitch could be utilised.

5.3 The Clerk confirmed the current tenancy situation of Workhouse Farm. Concerns regarding the land being sublet were raised. The Clerk would make further enquiries into the legal options available to the Council. **ACTION Parish Clerk**

It was still not clear who owned a disused paddock on Sandpit Lane and further investigations were needed.

5.4 The Foulsham Parish Council Action Plan and Policy List were agreed. The Clerk would prioritise the policies for adoption, starting with Standing Orders and Financial Regulations at the next meeting. **ACTION Parish Clerk**

5.5 Options for councillor training were considered and it was agreed that face to face locally held sessions offered by Norfolk Parish Training & Support was preferred, but it would be postponed until the end of March 2026.

6. Other matters:

6.1 It was agreed the Parish Council would fund the removal of the disused Portaloo for the cost of £100 +VAT under S137 powers, as its removal would benefit the community.

6.2 It was agreed the Clerk would obtain a quote for the repair to the zip wire as per the recommendations of the annual risk assessment. A full inspection of the zip wire would not be carried out this year due to the associated cost. **ACTION Parish Clerk**

6.3 It was agreed that the Clerk would obtain three quotes for the ground maintenance contract for 2026. **ACTION Parish Clerk**

It was noted Foulsham FP10 from Gunn Street to the nearby field was overgrown, the Clerk would report this matter to highways. **ACTION Parish Clerk**

6.4 It was agreed the Clerk would request two further locations for the SAM2 device to be added to the Memorandum of Understanding. One on an existing post outside Morgan's Garage and also at the bus stop on Guist Road. **ACTION Parish Clerk**

7. Reports from County and District Councillors

7.1 No report received from the County Councillor

7.2 Cllr Thomas reported that the Government had received local councils' proposals for Local Government Reorganisation and a public consultation was open until 11th January. As the reorganisation could impact Parish Councils, he advised attending Parish and Town Council forums to stay informed.

He also reported that recent police speed patrols had resulted in several vehicles being stopped for excessive speed, all of which belonged to local residents.

Cllr Thomas offered to report an issue regarding M W Whites, noting that the paper bin they no longer empty had not been collected and was still being used.

8. Planning

8.1 One planning application had been submitted after the agenda was circulated concerning the felling of three ash trees on the High Street. The Council had no comments on the proposal

8.2 No updates on previous applications received.

9. Finance and Governance Matters

9.1 All payments listed at Appendix D were approved. In addition, the following were agreed:

- Westcotec Ltd – £100.80 for a replacement SAM2 battery
- Royal British Legion – £120 for two wreaths, 15 crosses, and a £35 donation

9.2 The quarterly bank reconciliation was received and it was agreed Cllr Carrick would be the nominated member to check the reconciliations provided by the Responsible Financial Officer (the Clerk) quarterly.

9.3 The draft budget was considered and it was requested the Clerk make amendments so that the precept was not increased. The Clerk would try to accommodate this request and present a revised budget at the next meeting.

ACTION Parish Clerk

10. Correspondence

10.1 Norfolk County Council's public consultation on its 2026-27 budget was noted.

11. HR Matters

The draft employment contract for the Clerk was considered and the temporary status was queried. This matter will be clarified and amendments made if needed.

12. Matters for the next agenda & AOB

- To confirm next year's meeting dates
- The Christmas tree had been ordered and members will offer assistance in putting the lights on the three trees in the Market Place. It was agreed that following the carol singing, donations could be made to the church, where people head for refreshments after the event.
- A street light on Wallers Lane was reported to be out, Cllr Carrick offered to report the issue.

Meeting closed at 9.20pm

The next meeting is scheduled for 17th December 2025 at 19:30 (location in room at back of New Frost Hall)

Signed: _____ **(Chair)** **Date:** _____

Locum Clerk: Laura Bateman

Email: foulshamparishclerk@live.co.uk