

Foulden Parish Council

MINUTES

Parish Council Meeting held at Foulden Village Hall

7th May 2019 at 7:10 pm

Present: Mr. Stephen Parker; Mr. Stephen (Billy) Pye; Jayne Winterbone
Mr. Richard Cooper;
Kathryn Cross (Parish Clerk)

In attendance: 5 Parishioners

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1. **Chair's opening remarks** Nothing to add. **ACTION**
 2. **Apologies for absence** Mr. Neil West due to being out of the country; Ms. Marianne Christian due to family emergency.
 3. **To receive declarations of interest from members in any items to be discussed.** None.
 4. **Declarations of Interest** None
 - a) **Minutes of Parish Council Meeting held on 11th March 2019** The Minutes of the previous meeting held on 7th January 2019 were approved and signed by the Chairman.

Proposed: Jayne Winterbone

Seconded: Richard Cooper

5. **Public Participation –** None
6. **Update from Breckland and Norfolk Councillors**
As both Councillors were absent, there was nothing to report.
7. **Recreation Ground:** Mr. Pye had nothing to report, but confirmed that he had made attempts to contact the Dog Warden. He is apparently away at the moment; Mr. Pye will keep trying.
8. **Village Hall Report** Mrs Pye's report attached.

Due to the vandalism that has occurred it was agreed that CCTV should be installed, hopefully to be funded by the £1,200 allocated for security and crime prevention in the 2018/2019 budget, which was not progressed, plus the £611 allocated for the Parish Council elections which did not take place - £1,811 in total. Ms. Winterbone will look into obtaining a grant. Mrs. Pye to obtain three quotations to include the cost of the installation of wifi, the annual running cost of the wifi and the cost of the installation of three CCTV cameras. Due to the urgency of this project, the quotations will be circulated to Councillors prior to the next meeting. If a suitable quotation is received which is within budget, it was agreed that the work could go ahead.

Proposed: Richard Cooper

Seconded: Billy Pye

The Website is still very problematic. James Petley who has been building the website is very difficult to contact and is spending a great deal of time in America. Claire Prentice (Parishioner) is willing to help with the website.

Rose Pye
Jayne Winterbone

Mr. Matsell has installed and concreted in the railings by the disabled ramp outside the Village Hall. He has submitted an invoice for the cost of materials only at a cost of £180. It was agreed that this invoice could be paid immediately – the Parish Clerk to raise a cheque.

Parish Clerk

Proposed: Billy Pye

Seconded: Richard Cooper

9. **Recreation ground Land Registry Documents:** Ms. Winterbone had no more information. It is proving very difficult to unravel. She feels that it will be necessary to get the land valued. The Chairman suggested that she contact Gary Hawkins who is based at Downham Market.

Jayne Winterbone

10. **Sewage Problems** Surveys were completed by 17th April – no problems found. On 21st March a service was carried out on the pump house and they will continue to service the pump house every six months to ensure it remains in good working order. When a problem occurs, it is normally due to blockages caused by people putting unsuitable items down the toilets. Anglian Water had agreed to provide educational leaflets to put through doors, but as yet these have not been received. Richard Cooper to chase.

Richard Cooper

11. **Street Lights:** In his absence Neil West had asked the Parish Clerk to report that Wescotec have erected the new pole ready for UK power networks to connect the electric supply. He confirmed with Wescotec that an instruction to carry out this work has been placed with UKPN but as yet they do not have a date.

12. **Defibrillator:** The defibrillator is installed, although it is not working yet. The electrician will be getting in touch with John Gooch who will contact the appropriate people to register and obtain the appropriate paperwork. We will then be online. It will be registered with the East of England Ambulance Service so if anyone dials 999 they will give the code to get into the box. Anyone can use it – no training required.

Jane Winterbone

Although if there are enough people interested, training can be arranged. Jane Winterbone will enquire about leaflets and training.

13. **War Memorial restoration:** Jayne Winterbone has not received a response from Norfolk County Council. She will chase.

Jane Winterbone

14. **To receive such communications as the person presiding wishes to lay before the Council, for information only.** The current Parish Clerk will be moving away from the area next month and has therefore tendered her resignation. Chairman announced that there have been two applications for the role, second interviews to take place tomorrow evening (8th May) at 6:15 and 6:45.

15. **Finance:-**

The Parish Clerk read out her Financial Report for the financial year 2018/19 (copy attached).

a. **Agree Financial Statements, bank reconciliations and authorise signing of orders for payment:** All bank reconciliations checked and signed off by Billy Pye.

**Parish Council payments totalling £2,992.86 to 31st March were approved
Village Hall payments totalling £1,443.11 to 31st March were approved**

Proposed: Jayne Winterbone

Seconded: Billy Pye

Parish Council payments totalling £857.96 to 7th May were approved.

Village Hall payments totalling £402.95 to 7th May were approved.

Proposed: Jane Winterbone

Seconded: Richard Cooper

b. **Annual Governance and Accountability Return (AGAR):**

i. The Annual Internal Audit has been completed by the Internal Auditor.

- ii. The Annual Governance Statement was completed by the Parish Council and signed by the Chairman and the Parish Clerk/RFO.
- iii. The Accounting Statements were completed by the Parish Council and signed by the Chairman and Parish Clerk/RFO.

Proposed: Jane Winterbone

Seconded: Richard Cooper

16. **Standing Orders and Policies** Updated Standing Orders and Policies were approved and adopted. A note made to diary review date of these items on an annual basis. Next review – May 2020.

Proposed: Jane Winterbone

Seconded: Richard Cooper

17. **Planning** – Nothing to report.

18. **Any Other Business:** The Parish Clerk advised that the Charity Commission website in relation to the Recreation Ground and the Highways Surveyors had been updated. The Annual Return for the Recreation Ground has been submitted. The Annual Return for the Highway Surveyors Land to be submitted once the interest earned has been clarified.

19. **Date of Next Meeting:** Monday 9th September 2019.

Meeting Closed at: 8:05 pm

Date of Next Meeting: Monday 9th September 2019

Signed

Date