

(2021/03) Foulden Parish Council Annual Meeting Agenda

To: Members of Foulden Parish Council

You are duly summoned to attend the Annual meeting of Foulden Parish Council to be held at 7.00pm on Wednesday 5th May 2021 via Zoom.



Claire Prentice
Clerk to the Council

Date: Thursday 29th April 2021

Public Attendance

Members of the public and press are welcome to attend via zoom, the waiting room will open at 6.50pm to allow for a prompt start at 7.00pm. The zoom details are

<https://us02web.zoom.us/j/88979593701?pwd=NzV0WHk5TXRRNlpodGNZa2VvSVpQQT09>

Meeting ID: 889 7959 3701, Passcode: 036201

At item 59/21, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration.

53/21 Elect chairperson

54/21 Elect vice chairperson

55/21 Elect parochial charity trustee members

56/21 Chairman's opening remarks

57/21 To receive apologies and approve absences

58/21 To receive declarations of interest in any items to be discussed and grant any dispensation requests.

59/21 Public Participation. (max. 15 minutes)

60/21 To receive communications as the person presiding wishes to lay before the Council.

61/21 To receive reports from

- a) Cllr Fabien Eagle
- b) Cllr Mike Nairn
- c) Parish Clerk
- d) Village Hall Manager
- e) Councillors (to include any verbal or written issues received from parishioners)

62/21 To approve minutes of the meeting of council held on 8th March 2021

63/21 To confirm the following decisions made out of a council meeting, as per decision policy and decide on any outstanding decision requests if required.

To complete and return a springback questionnaire (further covid support)

For: Cllr Parker, Cllr Pye, Cllr West, Cllr Christian and Cllr Winterbone

Against: None

Abstaining: None

No response: Cllr Cooper

To move the working party online before the next council meeting

For: Cllr Parker, Cllr Pye, Cllr West, Cllr Christian and Cllr Winterbone

(2021/03) Foulden Parish Council Annual Meeting Agenda

Against: None

Abstaining: None

No response: Cllr Cooper

To invite others to join the working party

For: Cllr Parker, Cllr Pye, Cllr West and Cllr Christian

Against: Cllr Winterbone

Abstaining: None

No response: Cllr Cooper

To move the Annual Parish meeting to 26th April 2021 online

For: Cllr West, Cllr Christian, Cllr Cooper and Cllr Winterbone

Against: None

Abstaining: None

No response: Cllr Parker and Cllr Pye.

To move the Annual Parish council meeting to online before 6th May

For: Cllr West, Cllr Christian, Cllr Cooper, Cllr Winterbone, Cllr Parker and Cllr Pye

Against: None

Abstaining: None

No response: None

To send seat article provided by clerk to the lottery fund

For: Cllr West, Cllr Christian, Cllr Cooper, Cllr Winterbone, Cllr Parker and Cllr Pye

Against: None

Abstaining: None

No response: None

To send seat article provided by clerk to Foulden tweets, Signpost and on the website

For: Cllr West, Cllr Christian, Cllr Cooper, Cllr Winterbone, Cllr Parker and Cllr Pye

Against: None

Abstaining: None

No response: None

To give the lottery fund consent to use the seat article provided by clerk

For: Cllr West, Cllr Christian, Cllr Winterbone, Cllr Parker and Cllr Pye

Against: None

Abstaining: None

No response: Cllr Cooper

To respond to Planning Consultation PC 3PL/2021/0437/D with Cllr Christian's comments of:-

- I would query whether the 'POS' (Public Open Space) between the turning head and Plot 10 is useable public open space given its size and location. Perhaps the larger POS area should be increased in size instead?
- The treatment of the northern boundary(along the horse paddocks) will be important in terms of how the development looks. The backs of the properties will be visible as you travel along School Road, and although they show the hedging here, there is a risk that you will get a load of 2 metre high fencing which would not look great.
- Plots 10 and 11 do not look great in terms of their relationship to the properties on Upton Way – potential overlooking of these existing houses.

For: Cllr Parker, Cllr Pye, Cllr West, Cllr Christian and Cllr Winterbone

Against: None

Abstaining: None

(2021/03) Foulden Parish Council Annual Meeting Agenda

No response: Cllr Cooper

64/21 Councillor Vacancy, to discuss and decide on any action to be taken

65/21 To amend and confirm councillor's responsibilities

Councillors	Responsibilities delegated by council	Date last approved by council
Cllr Parker	Chairman ¹	11.2020
	VH, PC, RG and HS signatory	11.2020
Cllr Winterbone	Vice chairman ²	11.2020
	War Memorial	11.2020
	Defibrillator	11.2020
	VH, PC and RG signatory	11.2020
Cllr S. Pye	Village Hall	11.2020
	General Repairs	11.2020
	VH, PC and RG signatory	11.2020
	Member of Parochial charity	11.2020
Cllr Cooper	Sewerage/ drainage	11.2020
	Recreation Ground	11.2020
Cllr West	Finance Control	11.2020
	Streetlights	11.2020
	SAM2	11.2020
	Highways	11.2020
	RG Annual Gate Closure (1 st Nov.)	11.2020
Cllr Christian	Highways Surveyors Account	11.2020
	HS signatory	11.2020
	HS Land	11.2020
	Footpaths and pavements	11.2020
	Emergency contact for clerk cover	11.2020
	Member of Norfolk ALC	11.2020

Foulden Parish Council as a body are sole trustee of the Foulden highways surveyors charity

66/21 Parish grants, to discuss and award grant applications as required.

67/21 Village Hall, to discuss and decide on any action to be taken: -

- a) To discuss and decide on a reopening date and actions required
- b) Village hall car park (Cllr Pye)
- c) Flooring/ Insurance update and any further actions required (Cllr Pye)
- d) Grants for cleaning and covid, to discuss and decide on any further action (Cllr West/ Clerk)

68/21 Recreation Ground, to discuss and decide on any action to be taken: -

- a) Regarding children climbing on the new sheltered seating (Cllr Pye)
- b) Order of annual woodchip and working party to distribute it.
- c) Hire by WHIBS for an event yet to be confirmed (Cllr West)
- d) Grass cutting contract (Clerk)

69/21 Charities, to discuss and decide on action to be taken:- (working party)

- a) Village hall
 - Set meeting dates
 - Consult charity commission and seek sole trustee
 - Re-register with charity commission
 - Update governing document

¹ Depending on agenda item 53/21

² Depending on agenda item 54/21

(2021/03) Foulden Parish Council Annual Meeting Agenda

- b) Former Highways Surveyors
 - Set meeting dates
 - Update governing document
- c) Recreation Ground
 - Set meeting dates
 - Consult charity commission and seek for the parish council to be registered (as a body) to be management committee
 - Update governing document

70/21 Tree survey to discuss and decide on further action

71/21 AGAR/ Internal audit

- a) Certificate of exemption
- b) Section 1, Annual Governance Statement
- c) Section 2, Accounting
- d) Internal audit report

72/21 Insurance, to consider and decide on any further action

73/21 Parish Plan (Cllr West/ Clerk)

- a) To discuss, agree or amend question as required.
- b) To discuss and decide on style and timing of distribution.

74/21 Public Works Loan Board to discuss and decide on any further action

75/21 Management of water courses around the village, to receive updates, discuss and decide on any action (Cllr West)

76/21 Face visors, to discuss and decide on further action

77/21 Policies and procedures, to consider, review and adopt accordingly, as well as set next review dates.

Risk Management
Safeguarding
Standing Orders
Action Plan

78/21 To consider planning applications.

[3PL/2021/0460/F](#)

Cross Cottages 8 Tallon Street Foulden IP26 5AL

New detached two storey Dwelling on a Plot of land adjacent to 8 Cross Cottages.

[3PL/2021/0437/D](#) (information only as comment period has passed)

Site at School Road Foulden Norfolk IP26 5AA

Approval of all matters reserved, appearance, landscaping, layout and scale for 21 dwellings following outline permission
3PL/2017/1603/O

79/21 Finance: -

- a) Agree financial statements and bank reconciliation
- b) Payments since last meeting

Foulden Parish Council

(2021/03) Foulden Parish Council Annual Meeting Agenda

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
	Cancelled	101148			
13.04.21	WHI grant payment	101149	250.00	S.Parker J.Winterbone	
13.04.21	NALC training	101150	36.00	S.Parker J.Winterbone	
13.04.21	Caloo seat	101151	5976.00	S.Parker J.Winterbone	
13.04.21	E.on – street lights	101152	458.42	S.Parker J.Winterbone	
13.04.21	NALC training	101153	36.00	S.Parker J.Winterbone	

Foulden Village Hall

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
13.04.21	previous vhm – hughes reimbursement	100220	6.00	S.Parker J.Winterbone	
13.04.21	Hughes dishwasher ins. 2021	100221	18.00	S.Parker J.Winterbone	Awaiting invoice
13.04.21	Cleaner	100222	66.00	S.Parker J.Winterbone	

Foulden Recreation Ground

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
	None				

c) Outstanding payments

Foulden Parish Council

Date	Payee	Cheque No.	Amount	Signatories	Approval
05.05.21	Clerk salary + expenses	101145	435.99		

Foulden Village Hall

Date	Payee	Cheque No.	Amount	Signatories	Approval
	None				

80/21 To consider the passing of a resolution under the Public Bodies (Admissions 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 81/21 on the grounds that it could involve the likely disclosure of private and confidential information.

81/21 Cleaner correspondence

82/21 To amend or confirm the date of the next meeting as 5th July 2021 at 2021