

(2021/03) Foulden Parish Council

MINUTES

Parish Council Meeting held via zoom

5th May 2021 at 7:00 pm

Present: Councillors Marianne Christian; Richard Cooper; Stephen Parker (chair); Stephen (Billy) Pye; Neil West
Claire Prentice (Parish Council Clerk)

In attendance: Unknown, min. 6 parishioners

53/21 Elect chairperson

Cllr Parker elected as chair. Declaration to be signed at next physical meeting.

*Proposed: Cllr Pye
Seconded: Cllr Christian*

54/21 Elect vice chairperson

Cllr Winterbone elected as vice-chair

*Proposed: Cllr Pye
Seconded: Cllr Cooper*

55/21 Elect parochial charity trustee members

Luc D’Lorio, Robin Mears and Carole Baldes elected

*Proposed: Cllr Christian
Seconded: Cllr Cooper*

56/21 Chairman’s opening remarks

Welcomed all and acknowledged the length of agenda and will try to address it quite quickly.

57/21 To receive apologies and approve absences

Apologies received from Cllr Winterbone and Cllr Nairn (BDC)

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

Cllr Parker expressed an interested regarding item 74/21 and will remove himself from the meeting for that item.

Council elected Cllr Christian to chair item 74/21

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

Member of public expressed their concerns regarding planning application 3PL/2021/0460/F and felt that the application should be objected to.

A member of public queried the state of the road of Tallons End and who was responsible.

Cllr West stated that Norfolk County Council are responsible, and that the road is only to a soft surface standard.

No other participation

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

None

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61/21 To receive reports from

- a) **Cllr Fabien Eagle**
None
- b) **Cllr Mike Nairn**
Published seperately
- c) **Parish Clerk**
Published seperately
- d) **Village Hall Manager**
Published separately

Risk assessment, chair trolley should be amended from 6 to 10 and table trolley was supplied in 2020 should be chair trolley.

Cllr Pye to put up fire assembly sign up.

Cllr Pye to address the 5mph signs

*Proposed: Cllr West
Seconded: Cllr Christian*

Hall to open to public on 21st June

*Proposed: Cllr West
Seconded: Cllr Christian*

Cllr West to contact regular hirers.

Clerk made the council aware that it is not proper practice to address items raised in reports at the same meeting – council noted this comment

Village Hall Manager contract to be circulated to councillors and agreed

Village Hall Manager job to be advertised

e) **Councillors (to include any verbal or written issues received from parishioners)**

Cllr West wished to mention the footpath which runs from Uptons Way to the rec. ground. The owner of a house along that path has done a fantastic job in remodelling the hedge and should be applauded as there should be no more bother for years to come.

Clerk to write a letter of thanks

Clerk to send a letter of congratulations to Mike Nairn on his appointment as vice-chair of Breckland District Council

Cllr West has received no response from the police regarding the speeding issue. However, he has done further research and whilst we were concerned about 17%, the national average is actually 63% for speeding in a 30mph area so not a surprise there has not been a response.

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

Approved

*Proposed: Cllr West
Seconded: Cllr Christian*

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

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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

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: None

Abstaining: Cllr Winterbone

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?

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- 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

No response: Cllr Cooper

Pending amendment for Cllr Winterbone from against to abstaining, all approved.

*Proposed: Cllr West
Seconded: Cllr Cooper*

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

Notice board vacancy poster to be refreshed

65/21 To amend and confirm councillor's responsibilities

Councillors	Responsibilities delegated by council	Date last approved by council
Cllr Parker	Chairman	11.2020
	VH, PC, RG and HS signatory	11.2020
Cllr Winterbone	Vice chairman	11.2020
	War Memorial	11.2020
	Defibrillator	11.2020
	VH, PC and RG signatory	11.2020
Cllr S. Pye	Village Hall Repairs	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

Pending amendment for Cllr Pye for village hall to be village hall repairs. All approved

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

None received

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

Re-opening date set at 21st June

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b) Village hall car park (Cllr Pye)

Cllr Pye to discuss with Cllr Winterbone.

Cllr Parker did offer a man with a digger. Cllr Parker asked for 3-4 weeks' notice before commencing Clerk to refresh material quotes..

c) Flooring/ Insurance update and any further actions required (Cllr Pye)

Ongoing

d) Grants for cleaning and covid, to discuss and decide on any further action (Cllr West/ Clerk)

Clerk to price against risk assessment to allow for value of grant to be applied for.

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)

Cllr Parker to print signage, Cllr Pye to collect and put up at recreation ground.

b) Order of annual woodchip and working party to distribute it.

Not required this year.

c) Hire by WHIBS for an event yet to be confirmed (Cllr West)

WHIBS may use the rec. ground free of charge, however a copy of liability insurance is required prior to the event.

*Proposed: Cllr Pye
Seconded: Cllr Christian*

d) Grass cutting contract (Clerk)

Clerk to chase

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

a) Village hall

- **Set meeting dates**

After every council meeting. Six meetings a year

- **Consult charity commission and seek sole trustee**

Clerk to address

- **Re-register with charity commission**

Clerk to address

- **Update governing document**

Clerk to address

b) Former Highways Surveyors

- **Set meeting dates**

After every council meeting. Six meetings a year

- **Update governing document**

Clerk to address

c) Recreation Ground

- **Set meeting dates**

After every council meeting. Six meetings a year

- **Consult charity commission and seek for the parish council to be registered (as a body) to be management committee**

Clerk to address

- **Update governing document**

Clerk to address

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

Cllr Cooper has received a price from the tree survey of £2850. Cllr Cooper to obtain a further two prices.

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71/21 AGAR/ Internal audit

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

Extraordinary meeting to be called as not yet completed.

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

Assets to be insured for a value of £10,000 - £20,000

*Proposed: Cllr West
Seconded: Cllr Cooper*

73/21 Parish Plan (Cllr West/ Clerk)

- a) To discuss, agree or amend question as required.

Approved no amendments

*Proposed: Cllr Pye
Seconded: Cllr Christian*

- b) To discuss and decide on style and timing of distribution.

Cllr Cooper and Cllr Christian to deliver, using a people leave them out on a certain day for collection.
Cllr West to oversee.

Cllr Parker left meeting

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

Cllr Christian chaired this item. No action to be taken until such time as the public has been consulted and it is felt a need to discuss the matter again.

Cllr Parker returned to the meeting

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

No update

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

Cllr West to distribute 30 to Mundford School and 50 to Age UK

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

Risk Management

Safeguarding

Standing Orders

All approved

*Proposed: Cllr West
Seconded: Cllr Pye*

Action Plan

*Proposed: Cllr West
Seconded: Cllr Christian*

(2021/03) Foulde n Parish Council

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78/21 To consider planning applications.

3PL/2021/0460/F

Cross Cottages 8 Tallon Street Foulde n IP26 5AL

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

The council object and the report produced by the clerk to be forwarded to Breckland District Council.

Proposed: Cllr West

Seconded: Cllr Christian

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

Site at School Road Foulde n 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

Approved

b) Payments since last meeting

Foulde n Parish Council

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

Foulde n Village Hall

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

Foulde n Recreation Ground

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
	None				

Approved

Proposed: Cllr West

Seconded: Cllr Christian

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c) Outstanding payments

Foul登 Parish Council

Date	Payee	Cheque No.	Amount	Signatories	Approval
05.05.21	Clerk salary + expenses	101154	435.99		Approved

Foul登 Village Hall

Date	Payee	Cheque No.	Amount	Signatories	Approval
	None				

Approved

*Proposed: Cllr West
Seconded: Cllr Christian*

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.

*Proposed: Cllr West
Seconded: Cllr Christian*

Meeting closed to public 8.56pm

81/21 Cleaner correspondence

Rate accepted and fee to be backdated to 31st March. Timesheet approved.

*Proposed: Cllr West
Seconded: Cllr Cooper*

No public to admit

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

Confirmed

Meeting closed at 9.00pm

Signed

Date