

Minutes of **Foulsham Parish Council** Meeting  
held on **Wednesday 30<sup>th</sup> May 2018** at **19:30**  
in the **New Frost Hall**

**Present:**

|                  |             |            |
|------------------|-------------|------------|
| G. Fearn (Chair) | R. Hendry   | S. Stilgoe |
| P. Slapp         | K. Hambrook | L. Riddett |
| N. Walker        |             |            |

**In attendance:** Clerk, A Macnair (Secretary to Foulsham Relief in Need) and members of the public

**Apologies:** None

**Declaration of interests:** None

**001. Election of Chairperson/Vice-Chairperson:** G. Fearn stood down as chairperson. L. Riddett proposed G. Fearn, seconded by K. Hambrook. There were no further nominations, so G. Fearn was declared chairperson. P. Slapp proposed R. Hendry as vice-chairperson, seconded by K. Hambrook. There were no further nominations, so R. Hendry was declared vice-chairperson. Motion carried.

**002. Minutes of previous meeting, held on 18<sup>th</sup> April 2018:** L Riddett proposed that the minutes be approved, seconded by N. Walker. Motion carried.

**003. Matters arising:**

**Paper bank relocation** – The clerk confirmed that he had requested the relocation of the paper recycling bank from the Queen's Head car park to Station Road. R. Hendry advised seeking approval from the land owner, Tony Myhill. **Action:** Clerk to contact.

**004. Accounts:**

**4.1 INCOME**

|                                                            |            |
|------------------------------------------------------------|------------|
| - Parish Precept for 2018/19 (instalment 1 of 2) ref 17844 | £ 5,000.00 |
|------------------------------------------------------------|------------|

|                     |                   |
|---------------------|-------------------|
| <b>TOTAL INCOME</b> | <b>£ 5,000.00</b> |
|---------------------|-------------------|

**4.2 EXPENDITURE**

|                                                                          |                 |          |
|--------------------------------------------------------------------------|-----------------|----------|
| - Flowershed – instalment 4 of 5 (memorial garden refurb)                | <i>£ 200.00</i> |          |
| - Flowershed – October 2017 maintenance                                  | <i>£ 40.00</i>  |          |
| (Chq 001310)                                                             |                 | £ 240.00 |
| - Leeroy's Services – Inv LRB0000187 – Football pitch grass cut          |                 |          |
| (Chq 001311)                                                             |                 | £ 75.00  |
| - URM – Bottle Bank Service Inv 1011279                                  | (Chq 001312)    | £ 15.48  |
| - Norse - Churchyard monthly charge for May 2018                         |                 |          |
| Invoice 05SI-0018277                                                     | <i>£ 294.52</i> |          |
| - Norse – Playing field 6 monthly charge 1 <sup>st</sup> instalment 2018 | <i>£ 836.02</i> |          |

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Signed: \_\_\_\_\_ (Chair)

Invoice 05SI-0018276

|   |                                                         |              |            |
|---|---------------------------------------------------------|--------------|------------|
|   |                                                         | (Chq 001313) | £ 1,130.54 |
| - | E-On Street Lighting (April 2018) – Direct Debit 12 Apr | £ 113.30     |            |
| - | E-On Street Lighting (May 2018) – Direct Debit 12 May   | £ 120.61     |            |
|   |                                                         |              | £ 233.91   |
| - | G Fearn      Reepham Hardware – Tools for speed sign    | £ 19.15      |            |
|   | Jewson – plasterboard and tiles                         | £ 16.98      |            |
|   |                                                         | (Chq 001314) | £ 36.13    |
| - | M Smith      Clerk's salary (18.04.18 to 29.05.18)      | £ 240.00     |            |
|   | Internet & phone expenses (Apr & May)                   | £ 20.00      |            |
|   | Stamps                                                  | £ 6.96       |            |
|   | Travel (Foulsham/Broadland DC)                          | £ 20.70      |            |
|   |                                                         | (Chq 001315) | £ 287.66   |
| - | Flowershed – instalment 5 of 5 (mem gdn)                | (Chq 001317) | £ 150.00   |
| - | Norse – outstanding 2017/18 invoices                    | (Chq 001318) | £ 1,667.23 |
| - | * NgfPlay – 30% deposit for zip wire scheme             | (Chq 001316) | £ 2,631.10 |

**TOTAL EXPENDITURE      £ 6,467.05**

|   |                                                                                |        |
|---|--------------------------------------------------------------------------------|--------|
| - | ** E-On – Football Hut (4 <sup>th</sup> Apr 2018 to 24 <sup>th</sup> Apr 2018) | £ 3.39 |
| - | ** E-On – Football Hut (24 <sup>th</sup> Apr 2018 to 8 <sup>th</sup> May 2018) | £ 1.22 |

\* To be funded from Section 106 monies

\*\* For info only – will be incorporated in next invoice

Approval of the accounts was proposed by N. Walker, seconded by P. Slapp. Motion carried.

R. Hendry questioned how much the PC received in recycling credits, compared to what it pays for the collection service. **Action:** Clerk to review.

**005. Street Light on Market Square:** Clerk reported that UKPN required £1,212 just to isolate power from the concrete light column and this did not include the removal of the column itself. An alternative option for repairing the column and upgrading to low energy LED technology (by Westcotec) was presented. This option should be approximately half the cost of isolation alone. The Parish Council agreed that the repair and upgrade option be pursued for the two concrete columns on Market Square. **Action:** Clerk

**006. General Data Protection Regulations (GDPR) update:** The Clerk reported that the requirement for Parish Councils to appoint a Data Protection Officer (DPO) had now been dropped by the Government.

**007. Norse grass cutting update:** G. Fearn reported that he and the Clerk had met with Mark Wyatt of Norse on 16<sup>th</sup> May. It was agreed that three visits had been missed during 2017/18 and, as a result, Norse will cancel/credit invoices accordingly. The agreed deductions total £1,179.78. At the meeting, Mark had agreed to remove the clumps of cut grass from the children's play area, but this has not yet happened. Norse had also failed to roll and spike the ground as per contract. It was agreed that the Parish Council should

Signed: \_\_\_\_\_ (Chair)

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pursue cancellation of the grass cutting contract on the grounds of material breach.

**Action:** Clerk to take legal advice from NALC.

- 008. New Football Club:** G. Fearn reported that the new football club has been granted permission to join league 3. It will be known as Foulsham Football Club and the manager is Martin Debbidge. G. Fearn also outlined ongoing repairs to the football hut, including roof tiles, ceiling, guttering and manhole cover.
- 009. Zip wire:** The Clerk reported that he and G. Fearn had met with ngfPlay and agreed the site of the zip wire. Use of the existing mound will be made to elevate the launch area and the runway will extend about 30m in the direction of Sneck Lane. It is hoped that the zip wire will be in place in time for the summer holidays.
- 010. Rangers visit:** The Clerk outlined a number of tasks that had been referred to the Rangers, including potholes, overgrowing conifers, dirty village signs, grass banks on Guist Rd and the double drain on Station Rd. It was noted that the potholes on the Bintree Road had now been repaired.
- 011. Any Other Business:**
- G. Fearn reported that a new gardener had been appointed to maintain the flower beds of the memorial gardens.
  - G. Fearn reported that there had been interest in some refresher training for the AED. The Clerk confirmed that he had already identified a couple of provisional dates in August with the trainer.
  - G. Fearn reported that the lids of the large waste bins on the playing fields had been broken by vandals and asked the Clerk to find out who is responsible for repairing them.
- Action:** Clerk
- G. Fearn asked the councillors to advise the Clerk of any annual leave which might require the rescheduling of meetings.
  - G. Fearn advised that he had been asked to meet with the owner of the overgrowing hedges on Reephram Road.
  - N. Walker reported that the junction of Mill Lane and Hindolveston Road is extremely dangerous, as is the junction with Wood Norton Road, and asked if it would be possible to install a mirror or sign to improve safety.
- Action:** Clerk to enquire of Highways Agency.
- N. Walker suggested that there should be signage on the memorial flower beds to say that they are part of the memorial and are to be respected.
  - P. Slapp requested that the SAM2 monitor be moved to the other end of the High Street, approaching the school.
  - A. Macnair reported that the Foulsham Archive Group will be holding open days on the 9<sup>th</sup> and 10<sup>th</sup> June.

**Meeting closed at 20:25**

**The next meeting is on Wednesday 11<sup>th</sup> July at 19:30 in the New Frost Hall**