

Minutes of **Foulsham Parish Council** Meeting
held on **Wednesday 11th July 2018** at **19:30**
in the **New Frost Hall**

Present: G. Fearn (Chair) R. Hendry N. Walker
P. Slapp K. Hambrook L. Riddett
G. Peck (from 20:00)

In attendance: Clerk

Apologies: S. Stilgoe

Declaration of interests: None

012. Minutes of previous meeting, held on 30th May 2018: L Riddett proposed that the minutes be approved, seconded by P Slapp. Motion carried.

013. Matters arising: None

014. Accounts: The Clerk reported that the annual audit of accounts had been delayed due to a number of extenuating circumstances. The audit has now been completed and the exercise of public rights notices displayed. To complete the process, the Councillors approved the Annual Governance Statement and Accounting Statement. It is also now a requirement for the documents to be displayed on the Parish Council website. The Clerk reported that he has developed a simple, free website onto which the documentation will be uploaded.

Action: Clerk to minute approval and publish governance and accounting statements.

Action: Clerk to submit Certificate of Exemption to PKF Littlejohn.

14.1 INCOME

-	Broadland District Council – S106 repayment for zip wire (credit 17844)	£ 7,308.62
TOTAL INCOME		£ 7,308.62

14.2 EXPENDITURE

-	E-On Street Lighting Inv H15DF05BFF (Jun 2018) – DD 12 Jun	£ 128.76	
-	E-On Street Lighting Inv H15F9C4655 (Jul 2018) – DD 12 Jul	£ 124.60	
	(Direct Debit)		£ 253.36
-	* E-On – Football Hut (4 th Apr 2018 to 15 th Jun 2018). Inv HFD3891B7	(Chq 001319)	£ 7.67
-	** NgfPlay – 70% balance for zip wire. Inv 2514	(Chq 001320)	£ 6,139.24
-	Farr & Associates Ltd – Audit of accounts 2017/18. Inv 18-1067	(Chq 001321)	£ 75.00
-	Hendry & Sons – Manhole cover replacement and supply of rainwater materials for football hut – Invoice 160/18 (job 806)	(Chq 001322)	£ 357.97

-	M Smith	Clerk's salary (30.05.18 to 10.07.18)		£ 240.00
		Internet & phone expenses (Jun)		£ 10.00
		Postage stamps (12 x 1 st class)		£ 8.04
			(Chq 001323)	£ 258.04
-	G Fearn	Materials for football pavilion and storage container	(Chq 001324)	£ 50.01
-	A Fearn	Playing field litter collection (14.01.18 – 10.06.18)Inv 69	(Chq 001325)	£ 140.00
-	Norse - Churchyard	charge for Jun 2018 Invoice 05SI-0019011	(Chq 001326)	£ 294.52
TOTAL EXPENDITURE				£ 7,575.81

* Based on estimated readings

** Funded by Section 106 monies

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

- 015. Change of signatories and address on NS&I account:** The Clerk reported that the correspondence address on the NS&I account was very old (The Old Unicorn, Station Rd) and needed to be updated. L Riddett confirmed that the current signatories should be R Hendry, S Stilgoe and L Riddett.

Action: Clerk to minute decision and prepare the forms for signature.

- 016. Street lights on Market Square:** The Clerk circulated details and costings for potential replacement lanterns which could be fitted to the existing concrete posts, plus options for complete column replacement. The preferred option (traditional style "Abbey" lantern on top of existing columns) had not yet been costed, but the Clerk has requested a quote and will report back at the next meeting. Due to the high cost of the Abbey lantern, it was suggested that only the column nearest the church should be considered for upgrade, the other one just being sleeved to make safe.

Action: Clerk to receive quotation from Westcotec

There was discussion about the pros and cons of switching off street lighting during the early hours (eg 00:00 to 05:00).

Action: Clerk to seek advice from PC Colin Bailey.

- 017. Invitation to bid letter – Parish Partnership 2019/20:** G Fearn invited suggestions for potential highway improvements under the partnership scheme. The parish council would be required to pay 50% of the cost of any such scheme. The deadline for bids is 7 December 2018 and G Fearn requested that any suggestions be submitted to the next meeting of the Parish Council.

Action: Clerk to add to next agenda.

- 018. Norse grass cutting contract:** G Fearn reported that Norse have issued a statement which references an outstanding invoice from October 2017. The Clerk confirmed that this invoice did not appear in any of the paperwork inherited from the previous Clerk although has subsequently found an electronic copy in the email archive. The Clerk has contacted Mark Wyatt of Norse who has agreed in principle that last year's account had been settled following recent negotiations, but would need to check with his accounts department.

Action: Clerk to continue to liaise with Norse.

It was agreed that the contract should be terminated due to several breaches by Norse. G Fearn advised that discussions had taken place with Leeroy Bright who would be prepared to take over the contract if required.

Action: Clerk to request termination of contract.

- 019. New football club:** G Fearn reported that the new football club, consisting of about 20 players, had been registered with the league and has a new strip. Renovation of the football pavilion is ongoing.

- 020. Zip wire and remaining Section 106 funds:** The Clerk reported that the zip wire installation had been successfully completed. There is £4,734.04 remaining in the Section 106 Open Space fund and suggestions were invited for its use. L Riddett suggested a shelter/shade in the form of a sail and G Fearn suggested refurbishment of the skateboard equipment.

Action: Clerk to obtain quotations.

- 021. Rangers visit:** The Clerk reported that, despite several requests, the rangers had not provided any feedback on the issues reported, although the potholes had been completed on the Bintree Road. K Hambrook reported that there was still a large pothole at the junction between Claypit Rd and Station Rd.

Action: Clerk to report pothole.

- 022. Any other business:**

- G Fearn reported that the hedge at Mayfield needed cutting.

Action: Clerk to ask Leeroy to cut hedge.

- G Fearn reported that the weeping willow at the junction of Claypit Road and Station Road requires cutting back.

Action: Clerk to write to owner.

- K Hambrook reported that weeds and grass on the verges of the roads need spraying and the public footpath on Dawsons Lane requires cutting back.

Action: Clerk to contact highways.

- K Hambrook also reported that vehicles had been observed speeding on Gunn Street.
- N Walker suggested that pressure be kept on the bus company to reinstate the service to the village. L Riddett voiced concern over danger posed by the location of the Bintree bus stop. G Peck agreed to continue dialogue with Chris Mayes of the County Council about the potential to improve the road and making the route to the Bintree bus stop safer for pedestrians.
- L Riddett reported that the bus shelter required cleaning and the brambles behind it required cutting back.
- L Riddett reported that the bins on the playing field are overflowing again.

Action: Clerk to obtain prices for additional bins.

- R Hendry advised that general rubbish had been dumped by the recycling bins and requested that signage be fitted to the bins to discourage this.

Action: Clerk to produce and affix signage.

- P Slapp reported that there are several potholes on Mill Lane and one on the Guestwick Road by the 30mph sign. Also, the sign for the footpath from Guestwick Road to Bates Moor is missing. G Fearn advised that he still has the signpost that was knocked over on Twyford Lane.
- L Riddett reported that large lorries from Hindolveston are now using Guist Road rather than coming through the village.
- G Peck reported that Broadland and South Norfolk Councils were meeting at County Hall to vote on plans for collaborative working.

Meeting closed at 21:00

The next meeting is on Wednesday 22nd August at 19:30 in the New Frost Hall