

Minutes of **Foulsham Parish Council** Meeting
held on **Wednesday 12th June 2019** at **19:30**
in the **New Frost Hall**

Present: G. Fearn (Chair) L. Riddett J. Duck
K. Hambrook C. Ferris PC C. Bailey from 19:50 to 20:00

In attendance: Clerk & one parishioner

Apologies: S. Stilgoe M. Cartwright

Following a pre-meeting discussion, it was unanimously agreed to co-opt Fr Michael Cartwright and Jill Duck onto the Parish Council. **Action:** Clerk to issue acceptance of office and declaration of interest forms to the new councillors.

012. Declaration of Interests: None.

013. Minutes of previous meeting, held on 8th May 2019: Acceptance of the previous minutes was proposed by K Hambrook and seconded by C Ferris. Approved.

014. Matters arising:

- **Maintenance of hedges surrounding recreation ground:** The Clerk confirmed that the contract for the maintenance of hedges had now been awarded.
- **Skateboard ramp:** G Fearn reported that the ramp has yet to be removed.

015. Accounts:

15.1 INCOME (MAIN ACCOUNT)

-	Final payment of Section 106 Open Space funds (17844)	£ 4,977.78
	TOTAL INCOME	£ 4,977.78

15.2 EXPENDITURE (MAIN ACCOUNT)

-	E.On (Street Lighting – May 19) – Inv H173B99E0A	£ 158.97
-	Hendry & Sons Ltd. Inv 921 – Supply and fit pavilion door	£ 228.66
-	Farr & Associates Ltd. Inv 17-1280 – Annual audit of accounts*	£ 95.00
-	Leeroy's Services. Inv LRB0000 – rec'd 31.05.19. Grass & hedge	£ 1,550.00
-	M Smith Clerk's salary (02.05.2019 to 12.06.2019) (6 wks)	£ 240.00
	Internet & phone expenses (May 19)	£ 10.00
	Expenses (ring binders and postage stamps)	£ 10.82
-	Mr G Swayze. Inv 29.05.19 – Litter pick (x8) plus sundries	£ 85.44
-	JS Pulford (Flowershed) – Marketplace maintenance Apr/Jun19	£80.00
	TOTAL EXPENDITURE	£ 2,458.89

Approval of the accounts was proposed by K Hambrook and seconded by L Riddett.

Signed: _____ (Chair)

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016. Annual audit of accounts: The Clerk reported that the annual audit of the accounts had been completed and that the following issues had been noted.

- The NS&I account has not been reported in this and previous audits and the reason for its exclusion is unknown. The auditor has advised that it should be declared in future audits and that the Parish Council should agree on how this should be introduced. The account appears to be dormant other than the addition of a small amount of annual interest. It was agreed that the account should be closed and the money transferred to the main bank account, recorded as a donation. **Action:** Clerk to close account and transfer funds.
- The auditor advised that the asset register should be reviewed and signed off. It was noted that the value reported for the war memorial is a nominal £1, but the value on the asset register is £37,017.97 (which is for insurance purposes). Whilst the correct figure had been reported in the current and previous returns, the figure on the asset register had not been amended. The Clerk reported that the asset register has now been amended to show both values. **Action:** Clerk to circulate the asset register to councillors for checking.

The Clerk presented the following documents for approval:

- Certificate of exemption
- Annual governance statement
- Annual accounting statements

These were approved and signed by the chairman. **Action:** Clerk to submit certificate of exemption to external auditor and publish accounts on PC website

017. CIL Payment: The Clerk confirmed that the Parish Council had received CIL payments totalling £771.65 for 2018/19 and this has been reported as unspent during that year. It was agreed that this sum be allocated to the balance of the cost of the outdoor gym equipment purchased in 2019/20. A CIL payment of £7,874.12 has been received for 2019/20 and consideration needs to be given to how this will be spent. G Fearn advised that some funding could be needed for maintenance/repair of streetlights and that the condition of all streetlights needs to be assessed. **Action:** Clerk to contact Paul Lake to undertake survey.

018. Comments from the public: It was noted that there was a general problem with drainage around the village, in particular on Hagg Lane which had been reported to NCC on a number of previous occasions. **Action:** Clerk to contact NCC for update.

019. Any Other Business:

- L Riddett requested a note in the parish magazine about overgrowing foliage from resident's properties.
- G Fearn reported that the planning application for the building of 4 chalet bungalows on Twyford Lane had been withdrawn.
- G Fearn asked if the overgrowth on the public footpaths could be cut back. **Action:** Clerk to request.

- The Clerk had received a request for advice on putting up a noticeboard on the main road (for village events). The PC advised that this would require approval from Highways and/or landowners (eg Steven Howell).
- The ownership of the grass area bounded by Guist Rd and Waller's Lane has been questioned by a resident. **Action:** Clerk to seek clarification from Broadland DC.
- A request has been received from a resident to repair potholes along the edge of Claypit Road by number 18. **Action:** Clerk to contact Highways.

Meeting closed at 20:25

The next meeting is on Wednesday 24th July at 19:30 in the New Frost Hall