

Minutes of **Foulsham Annual Parish Council** Meeting
held on **Wednesday 8th May 2019** at **19:30**
in the **New Frost Hall**

Present: G. Fearn (Chair) L. Riddett S. Stilgoe
K. Hambrook C. Ferris G. Peck

In attendance: Clerk & two parishioners

Apologies: None

001. Election of Chair and Vice Chair: G Fearn stood down as Chair and L Riddett stood down as Vice Chair. G Fearn was re-elected as Chair and L Riddett as Vice Chair by unanimous vote.

002. Acceptance of Office and Declaration of Interest Forms: All members of the Parish Council completed Acceptance of Office and Declaration of Interest forms.

003. Minutes of previous meeting, held on 20th March 2019: Acceptance of the previous minutes was proposed by S Stilgoe and seconded by L Riddett. Approved.

004. Matters arising:

- **Outdoor gym equipment:** G Fearn reported that the installation of the outdoor gym equipment had been completed. A complaint has been made by a resident about the location of the equipment. The Clerk has also made a complaint to the supplier about the conduct of the installers.
- **Maintenance of hedges surrounding recreation ground:** The Clerk confirmed that the price of £850 quoted for the maintenance of hedges includes 2 full cuts per annum (including the churchyard) plus additional trims as required. Also included is the removal of all waste. It was agreed that this quotation should be accepted and the work added to the grounds maintenance contract. **Action:** Clerk to issue contract.
- **Bench seat:** The Clerk reported that the typical cost of a recycled bench seat would be £500 to £600 plus fitting. There was discussion around where a bench could be installed and the Councillors were asked to consider this for a future meeting.
- **Skateboard ramp:** The Clerk reported that, following inspection by a skatepark maintenance/repair company, two of the existing ramps just required a clean to remove algae. Repair of the middle ramp however would not be cost effective so they had provided a quotation for replacement totalling £7,290. It was agreed that, due to the dangers posed by the condition of the ramp, it should be removed. **Action:** G Fearn to organise.

005. Accounts:

5.1 INCOME (MAIN ACCOUNT)

-	Workhouse Farm Rental Income (6 months)	£ 328.50
-	Norfolk County Council – Glass recycling claim 8507	£152.36
-	Broadland DC – Parish Precept Instalment 1 of 2 (2019/20)	£5,000.00
-	Broadland DC – CIL Payment for 01/10/18 to 31/03/19	£ 7,874.12

TOTAL INCOME £ 13,354.98

5.2 EXPENDITURE (MAIN ACCOUNT)

-	East Anglia Children's Hospices – donation	£ 50.00
-	Royal British Legion – remembrance day wreath	£ 50.00
-	E-On Street Lighting Inv H1701AB42 (Mar) – DD 12 Apr	£ 158.97
-	URM (collection of glass recycling) – Inv 1012129	£ 18.00
-	Norfolk Association of Local Councils – Inv 2626. Annual Subs	£ 200.90
-	Zurich Municipal annual insurance premium – Inv 37125951	£1,268.15
-	M Smith Clerk's salary (21.03.2019 to 01.05.2019) (6 wks)	£ 240.00
	Internet & phone expenses (Apr 19)	£ 10.00
	Expenses (mileage to BDC and postage stamps)	£ 28.92
		£ 278.92
-	Reepham Hardware (sundries for pavilion repairs)	£ 95.60
-	Ray Lake Inv 3817 – repair of streetlight by village store	£ 148.80
-	E-On Street Lighting Inv H171D9A54A (Apr) – DD 12 Apr	£ 153.85
*	Caloo Ltd – Outdoor gym equipment	£ 6,544.80
-	JS Pulford (Flowershed) – Marketplace maintenance Mar 19	£40.00

TOTAL EXPENDITURE £ 9,007.99

* £4,734.04 to be funded from Section 106 Open Space funds. Remainder to be funded by CIL and PC funds

G Fearn reported that, as there was no evidence of any maintenance having been done to the marketplace flowerbeds during March or April, the Flowershed invoice should not be paid. With the exception of the Flowershed invoice, approval of accounts was proposed by L Riddett, seconded by K Hambrook. Motion carried.

Action: Clerk to notify Flowershed

Action: G Fearn to consider alternative contractor(s)

006. CIL Payment: The Clerk confirmed that the Parish Council had received CIL payments totalling £771.65 for 2018/19 (Bates Moor Farm and 18 High Street) and a CIL payment of £7,874.12 for 2019/20 (Wakefield Farm). It was proposed that the 2018/19 payment and part of the 2019/20 payment be used to fund the remainder of the outdoor gym project.

- 007. Street light (availability of parts):** The Clerk reported that, due to difficulties in obtaining replacement bulbs for the street lights, it had been necessary to replace the entire lamp fitting in the column outside the Village Store. Given the age of other columns throughout the village, it would be prudent to assess their condition and maintainability. The Clerk presented a draft map of the village showing the locations of 29 street lights for which the PC is responsible.
- 008. Football pavilion:** G Fearn provided an update on the status and works undertaken at the football pavilion.
- External door locks have been replaced.
 - One changing room door was rotten and has been replaced.
 - The shipping container is now secured.
 - The wheelie bins have been damaged by vandals and require replacement.
 - One of the waste bins (beside the pavilion) is damaged and requires replacement.
 - The electrical equipment in the pavilion has been PAT tested and three items require further attention.
 - The window of the official's changing room is damaged and requires repair.
 - The hot water system requires checking.
 - Longham FC now have access to the pavilion and a formal agreement needs to be set up.
 - It was agreed that Longham FC would pay £5 per session (training or match) and would be responsible for the cost of electricity. They will also be responsible for any damage to equipment. There was uncertainty over payment for the water supply.
- Action:** Clerk to draft formal agreement
Action: Clerk to investigate who is paying the water bill
Action: G Fearn to request new wheelie bins
- 009. Maintenance of Marketplace flowerbeds:** As discussed under accounts, it was agreed that the Flowershed invoice should not be paid.
- 010. Comments from the public:** A Macnair reported that the RAF100 Group were holding a memorial service in Foulsham at 4pm on Friday 17th May.
- 011. Any Other Business:**
- The Clerk confirmed that no police report had been received for the period.
 - The Clerk circulated a summary of vehicular activity obtained from the newly repaired SAM2 monitor. It was agreed that this information should be shared with the police and publicised in the Parish Magazine. K Hambrook also requested mention of bad parking at junctions.
 - G Peck confirmed that the planning application for the building of four bungalows on Twyford Lane has been called in.

Meeting closed at 20:45

The next meeting is on Wednesday 12th June at 19:30 in the New Frost Hall
