

Minutes (draft unless signed) of **Foulsham Parish Council Meeting**
held on **Wednesday 3rd July at 19:30**
in the **New Frost Hall**

Cllrs Present: G. Fearn (chair) L. Riddett J. Duck C. Ferris

In attendance: Parish Clerk

Apologies: Cllr G. Peck Cllr D. Thomas M. Payne S. Stilgoe

33/24 Declaration of Interests: None.

34/24 Minutes of previous meeting, held on 22nd May 2024

The minutes of the previous meeting were approved.
(proposed by Cllr Ferris and seconded by Cllr Riddett)

35/24 Matters Arising

Annual Playground Inspection: It was noted that since the decision had been taken to instruct RoSPA to undertake the play equipment inspection, they had significantly increased their quotation on the basis that they considered the equipment to occupy a number of different “areas”. The work has now been awarded to The Play Inspection Company instead at a cost of £210 + VAT. The inspection is expected to take place within 12 - 16 weeks.

Speeding Traffic on Reepham Road: Further to discussions about speeding vehicles on Reepham Road (approaching the Marketplace), the Clerk reported that, whilst the SAM2 speed monitor was still with Cozens, the local police team have agreed to install their monitor on Reepham Road as soon as it becomes available.

36/24 Accounts

INCOME main account			
-	None		£ 0.00
		TOTAL	£ 0.00
EXPENDITURE main account			
-	E.On Next – Electricity for pavilion (May 2024)		£ 28.31
-	M Smith Clerk’s salary (23.05.24 to 03.07.24) (6 weeks)	£ 360.00	
	Internet and phone expenses (Jun)	£ 10.00	
		↳	£ 370.00
-	Leeroy’s Services – Grounds Maintenance #1 of 3		£ 1,700.00
-	Leeroy’s Services – Grounds Maintenance #2 of 3		£ 1,700.00
-	nPower – Electricity for street lights (debit for May 2024)		£ 183.12
-	URM – Glass collection for recycling		£ 30.72
-	Cozens (UK) Ltd – streetlight maintenance (Jun, Jul, Aug)		£ 90.00
		TOTAL	£ 4,102.15

The accounts were approved and cheques signed.
(proposed by Cllr Ferris and seconded by Cllr Duck)

The Clerk circulated a statement detailing the current financial position of the Parish Council plus the main items of anticipated expenditure for the remainder of the year.

37/24 Grass Cutting Responsibilities at the Churchyard

Cllr Fearn reported that he had received some complaints about the condition of the grass at the Churchyard. It was noted that part of the churchyard is maintained by the grounds maintenance contractor and other parts were maintained voluntarily by others and therefore it would not always be cut at the same length. A plan showing the various areas was reviewed. It was agreed that the section to the rear of the church should left un-cut other than having a single cut in September/October.

Action: Clerk to liaise with grounds maintenance contractor to agree new service level.

38/24 Updated NALC model Financial Regulations and Standing Orders

The Clerk advised that he had tailored the new NALC model Financial Regulations and updated the model Standing Orders to best reflect the needs of the Parish Council and these had been circulated prior to the meeting. It was noted that the main points requiring ratification are the financial limits which are highlighted in red. It was decided to allow more time for review and to aim to approve the documents at the next meeting.

Action: Councillors to review.

39/24 Clerk Vacancy / Handover of Documents and Equipment

The Clerk confirmed that he had received no contact from the Clerk at Guestwick but that there were a couple of options for an interim Clerk, should there be no applications. The Clerk handed the keys and banking materials to the Cllr Fearn. The remaining files and documentation will be handed to the new Clerk when in post. It was agreed that, in the interim, the Clerk would set an auto reply on the email account to direct enquiries to the Chair/Vice-Chair.

Action: Clerk to set up email replies.

40/24 Comments from the public

The Clerk reported that he had been contacted by residents about the following matters:

- Complaint via Broadland DC about the condition of the bus shelter
- Condition of Gunn Street road surface, particularly outside Gun Farm
- Overgrowing vegetation along Gunn Street
- The burger van off Station Road
- Overgrowing vegetation along Station Road opposite Hendry builders yard
- Damage to vehicles caused by loose stones on High Street

It was noted that Cllr Payne was looking at the possibility of cutting off the bus shelter at ground level and selling for scrap. It is uncertain if there is electrical power to the shelter.

Action: Cllr Payne to provide update.

In respect of the burger van, the Clerk circulated guidance from the gov.uk website, received from Cllr Stilgoe, which indicates that authorities have a duty to remove abandoned vehicles, even from private property.

Action: Cllr Riddett to review guidance and contact vehicle owner.

The Clerk confirmed that the overgrowing vegetation and road condition had been reported to Highways.

41/24 Any other business

The Clerk advised that the post of litter picker was now vacant and that the litter pick sticks would be returned to Cllr Fearn in due course. It was requested that the role be advertised in the Parish Magazine.

Action: Clerk to advertise.

Cllr Riddett reported that the Laurel hedge was overgrowing the pavement outside the New Frost Hall. It is understood that the hall committee plan to have the hedge pruned in the Autumn.

Cllr Riddett reported that there had been comments about the condition of the marketplace flowerbeds. The Clerk advised that the contractor had just undergone surgery but was expecting to resume work on the flowerbeds this month.

Cllr Fearn reported that both he and the Clerk had received visits to their homes from members of public wishing to make complaints and it was agreed that this was unacceptable. Cllr Fearn requested that a note be placed in the Parish Magazine directing residents to submit their complaints in writing or to attend one of the PC meetings.

Action: Clerk to include note in next magazine article.

The Clerk advised that he had received a number of notifications that the defibrillator had been deployed. These were 8th Feb, 14th May, 6th Jun and 21st Jun. On the 14th May, the defibrillator had been removed from the cabinet, but was returned two days later. There was no evidence that the defibrillator had actually been used on any of these occasions.

It was noted that 2 additional static homes were believed to be on the Oaks travellers site and this is being investigated by Broadland Compliance team. The councillors voiced their dissatisfaction with the planning process and felt that there seems to be no enforcement.

The Councillors expressed their thanks to the Clerk for his work over the past six years and wished him well in his future endeavours.

Meeting closed at 20:30

The next meeting is scheduled for Wednesday 14th August 2024 at 19:30