

FOULSHAM PARISH COUNCIL

Minutes of the Foulsham Parish Council meeting
held on Wednesday 28th January at 19:30 in the New Frost Hall

Present: Cllrs Geoff Fearn (Chair), Sharon Stilgoe, Stephen Atkinson, Michelle Carrick and Colin Ferris.

Locum Clerk: Miss Laura Bateman

County Councillor: Cllr Peck

District Councillor: Apologies Cllr David Thomas

Members of the public present: 0

The meeting opened at 19:32

1. To receive and consider apologies for absence

Cllr Jill Duck, Cllr Clive Taylor, Cllr Thomas (Broadland & South Norfolk District Council)

2. To record declarations of interest and approve any requests for dispensations

None received at this stage (see item 7.3 for interests declared later in the meeting)

3. Public Participation

An email from the local shop was discussed, requesting the Council's views on proposals to extend the business's offerings and relocate the shop entrance. Although this was not an agenda item, as the request was for initial feedback on preliminary proposals, the Council agreed it was appropriate to provide comments rather than wait until the next meeting.

The Council agreed that it supported the principle of the business expanding but expressed concerns about relocating the shop entrance on to a very narrow pavement. Concerns were raised about whether a ramp could be accommodated safely on the pavement and whether a sliding door would be in keeping with nearby listed buildings. It was also noted that, due to the narrow pavement, a sliding door could be triggered by passers-by and may result in the shop becoming cold for staff.

No issues were identified with the proposed internal changes; however, it was noted that the aisles were already very narrow for wheelchair and pushchair users. The Clerk would feed these comments back to the business owner.

4. Report from District and County Councillors

Cllr Peck reported that the County elections have been postponed for a second year and whilst devolution should still be making headway, it also has been delayed for a year. LGR should still be a priority but until the number of unitary councils is decided it is difficult to progress with any reorganisation. The government has offered substantial funding for two years to encourage LGR to take place. Due to the delayed elections, some members may not wish to remain in office for an extended period, which could lead to by-elections.

This situation could be positive for funding availability for the pavilion refurbishment after May, as there may be continuity of the current administration.

Locum Clerk: Laura Bateman

Email: foulshamparishclerk@live.co.uk 28th January 2026

The Clerk read out a report received from Cllr Thomas. Broadland District Council had begun its budget process, with public consultation expected within the next week or two. Long-term savings were beginning to emerge from the acquisition of additional social housing, particularly through reduced temporary accommodation costs.

Dog fouling signs had been distributed in the Bexfield area and Members were encouraged to promote reporting to Broadland District Council to support targeted enforcement.

Cllr Thomas is working with PC Evans regarding speeding through the village and queried whether a SAM-2 sign could be installed near the church. The Council believed there to be a 30mph repeater sign the device could be fitted to. The Clerk would inform Cllr Thomas of this.

ACTION Parish Clerk

County Council elections appear to have been delayed again and Local Government Reorganisation remains under consideration.

A query was raised as to what the interest rate on the Broadland Deposit savings account is, the Clerk would find out this information and update the Council.

ACTION Parish Clerk

5. Minutes

The minutes of the meeting held on 17th December 2025 were unanimously approved and were signed by the Chair.

6. Matters Arising

6.1 The Clerk updated the Council that Holy Innocents Church had confirmed it owned the piece of land on Sandpit Lane known as the Chimelands. The Clerk would inform the member of the public who originally queried this.

ACTION Parish Clerk

The archive room at the village hall was in the process of being searched for the tenancy agreement of Workhouse farm.

7. Other matters:

7.1 The Clerk would investigate whether National Lottery funding could be awarded more than once to the same applicant, as it was believed the Council had received this funding previously.

Cllr Carrick would inspect the white unit adjacent to the pavilion to establish what equipment is stored there and whether it could be relocated to the pavilion. It was noted that although the insurers have advised that the unit is not covered, it has little financial value and this was not considered a significant issue. However, clarification is required as to whether any fire originating in the unit and spreading elsewhere would be covered under the insurance policy.

ACTION Cllr Carrick & Parish Clerk

There was a general consensus that whilst improvements to the pavilion were clearly needed, the significant level of investment required to make it suitable as a football club venue and for other activities may outweigh any financial return. It was further agreed that decisions on the level and extent of refurbishment should be proportionate to local need.

7.2 The quotation from Ravencroft Trees was accepted and the Clerk would instruct for the tree survey to be carried out.

ACTION Parish Clerk

7.3 The three quotations received for the 2026 grounds maintenance contract were considered. Cllr Atkinson declared that one of the contractors was a friend, Cllr Ferris declared that he was a neighbour of the same contractor and Cllr Stilgoe declared that she knew the contractor. No pecuniary interests were declared and no concerns were raised regarding these members' ability to remain impartial. All remained in the meeting and took part in the discussion.

It was agreed that the contract would not be awarded to the previous year's provider. The Council agreed to award the contract to Malcolm Adams, noting his competitive quotation compared to the third applicant and his local connection, which was felt would support a good standard of service. It was further noted that he was already undertaking work within the parish to a good standard and had offered to undertake additional cutting of the graveyard, which is currently carried out by volunteers.

The Clerk would request an additional quotation from Malcolm Adams to cut the overgrown hedges bordering Sneck Lane as a one-off task as the general maintenance of the vegetation could resume under the grounds maintenance contract. **ACTION Parish Clerk**

7.4 It was agreed that NALC would be the provider for the website and email domain. **ACTION Parish Clerk**

7.5 The Clerk reported having difficulties regarding finding quotations for repairs to the zipwire. It was agreed she would contact the original installers of the play equipment and will contact Bunwell Parish Council to see who they use. **ACTION Parish Clerk**

7.6 It was agreed that a new no cycle sign would not be purchased as the impact of this sign would be negligible.

7.7 It was agreed that further enquiries would be made with Broadland District Council regarding the dog waste bin service in the village, to clarify who pays for the emptying of the bins. Once this information is available, the Parish Council will be able to make a more informed decision on whether a new bin is required and any associated financial implications for the Council. **ACTION Parish Clerk**

7.8 Cllr Atkinson and Cllr Carrick are working together to arrange training on downloading SAM2 data. Once completed, the data will be downloaded regularly and reported to the Council for discussion. It was agreed the Clerk would get a price from Westcotec for two new brackets to make changing the devices' location easier. **ACTION Parish Clerk**

8. Planning

8.1 To discuss and make observations on applications received:

Planning application 2025/3806 had been received after the publication of the agenda and the deadline for submitting comments was before the next meeting. It was agreed that the Council would not convene an extraordinary meeting to comment on this application.

8.2 Update on applications:

- i. 2025/3655 - Copper beech tree APPROVED
- ii. 2025/3665 – various crown and branch reductions APPROVED

9. Finance and Governance Matters

9.1 It was unanimously agreed to adopt the Data Protection policy as presented

9.2 It was unanimously agreed to adopt the Data Privacy Notice as presented

9.3 It was unanimously agreed all the payments due at Appendix D were to be paid. The Clerk would make enquiries into the bins being emptied at the playing field and who was responsible for the green bins and whether they would be collected if put out on the bin collection day.

ACTION Parish Clerk

9.4 The 2025-2026 Q3 bank reconciliation had been audited by Cllr Carrick and were accepted by the Council.

10. Correspondence

None received

11. Matters for the next agenda & AOB

- The Clerk will contact Highways regarding ownership of the verge on Twyford Lane and report back at the next meeting.

Meeting closed at 20:55

The next meeting is scheduled for 4th March 2026 at 19:30

Signed: _____ **(Chair)** **Date:** _____