

# Fulmodeston & Barney Parish Council

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## Minutes of the Annual Parish Council Meeting held at 7.00pm on Tuesday 12<sup>th</sup> May 2026 in the Old School Hall, Fulmodeston.

**Present:** Cllr C Lickley (Chair), Cllrs D. Cooke, A. Fearn, J. Marston, and M. Marshall  
 NNDC Cllr M. Hankins, NCC Cllr V. Holliday, 7 members of the public.

### 26/22 Election of Chairman.

Cllr Lickley stated that he was not standing for Chair this year. He informed the meeting that Cllr Harris had agreed to be nominated in his absence. Cllr Fearn proposed Cllr Harris to be Chair, Cllr Marshall Seconded the proposal, Approved by All. It was Approved that Cllr Harris should sign the Declaration of Acceptance of Office on his return from his business trip.

### 26/22 Election of Vice-Chair.

Cllr Lickley accepted the Proposal of Cllr Cooke to be Vice-Chair. This was Seconded by Cllr Marston and Approved by All. Cllr Lickley signed the Declaration of Office. He became Chair for the meeting.

### 26/23 Welcome those present to the meeting.

The Chair welcomed everyone to the meeting and thanked all for coming.

### 26/24 To consider apologies and reasons for absence.

Apologies were accepted by All for Cllr Harris who was away on business.

### 26/25 To co-opt new members to the Parish Council

There was no candidate for co-option at the meeting.

### 26/26 To receive declarations of Interest and request for dispensations in any agenda item.

Cllr Lickley declared his role with the Playing Field Association. A dispensation was given to Cllr Lickley to speak at the meeting - Proposed by Cllr Marston and Seconded by Cllr Marshall. Approved unanimously.

### 26/27 To consider excluding the public under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the items to be discussed (Personnel matters).

This was Approved by All on a Proposal by Cllr Cooke and Seconded by Cllr Fearn.

### 26/28 To Approve the appointment of a permanent Clerk and RFO with effect from 1<sup>st</sup> September 2026 and to sign the contract

J Phelps was Approved by All to be the Permanent Clerk for the Parish with effect from 1<sup>st</sup> September 2026 on a Proposal by Cllr Marshall and Seconded by Cllr Lickley. Cllr Lickley signed the employment contract on behalf of the Council. Cllr Fearn was thanked for her work on this matter.

### 26/29 To Approve the appointment, terms and conditions of a locum Clerk from May until 31<sup>st</sup> August 2026.

K. Harris was appointed as the locum Clerk from 1<sup>st</sup> May until 31<sup>st</sup> August 2026 on a Proposal by Cllr Fearn and Seconded by Cllr Marston.

**26/30 To reopen the meeting to members of the Public.**

Members of the public were invited to return. The new permanent Clerk was in attendance as a member of the public at the meeting and was introduced to all.

NCC Cllr Holliday arrived

**26/31 Open Forum for public participation**

i Receive reports from NNDC Cllr Mike Hankins and NCC Cllr Victoria Holliday.

**Cllr Hankins, NNDC** – The Three Unitary Authority [West Norfolk, East Norfolk & an enlarged Norwich] has been selected by the Government – Fulmodeston is in East Norfolk. The County Council boundaries have changed and Fulmodeston is in the Wells Division; the connect facility in Fakenham is now closed; NNDC has set up 2 local funds to help mitigate cost of living impact of the Iran War – a £50k support for food banks & a £50k fund for residents in hardship to help assist with energy costs. Mobile connectivity – the Mobile Coverage Map indicated coverage results for Fulmodeston are adequate. Vodafone & 3 (now merged) outlined their plans in partnership with AST Space for a satellite solution for better coverage and trials are underway in Wales for this. BT and all other mobile service providers will respond in due course; the retrospective Planning Application for Tyre Reclamation Yard in Barney has been refused – NNDC Cllr Butikofer is investigating what measures can be undertaken to stop it operating

**Cllr Holliday, NCC** – will send links to the NCC schemes to help with the Cost of Living crisis: Financial Resilience Scheme, Food Support and Help with Utility Bills; she has asked for a meeting with the Police & Crime Commissioner for information on road safety and maintenance: pot holes can be reported on the NCC website; currently NCC are unable to accept fridge-freezers and batteries for recycling, but other items are not affected.

ii Questions and comments from residents and members of the public  
A resident questioned why he has to pay to take domestic waste to the Recycling Centre in his van as the vehicle is classed as commercial. Cllr Hankins will investigate.

Cllr Hankins informed the meeting that the Hempton Recycling Centre Hazardous Waste Days are 29<sup>th</sup> & 30<sup>th</sup> May – Booking is essential and will open one week before.

NNDC Cllr Hankins left

A resident expressed concern about the state of the roads – the amount of mud and damage to the verges where people pulled in to enable vehicles to pass. Cutting of hedges is not happening and many road signs are now semi-obsured: residents were advised to report these on the NCC Report a Problem Portal. Cllr Holliday will follow up the delay in the Highways improvement to the bus stops on the B1354.

Concern was expressed about dog waste: Cllrs agreed that it was the same people, and education on the consequences was required. Cllr Cooke suggested that dogs should be banned from the Fulmodeston Play Area and Cllr Marson agreed that this should be trialled. This request will be passed to the PFA.

**26/32 To Approve the minutes of the Parish Council Meeting held on 10<sup>th</sup> February 2026.**

The Minutes were Approved unanimously on a Proposal by Cllr Fearn and Seconded by Cllr Marston. They were signed by Cllr Lickley.

**26/33 Matters arising (for information only), not included on the agenda**

There were none.

**26/34 To review the minutes from the Annual Parish Meeting**

The minutes were agreed to be accurate.

**26/35 To Receive the Clerk's report**

The Internal Audit is much improved from the previous year, with only one 'No' requirement, a hangover from the previous year. There has been no update received on the No. 2 account, suspended by the bank. There are still issues with NCC and NNDC departments sending emails to the PC's new email address, although the new address has been correct on the NNDC website since last summer: it appears to be necessary to contact each department separately. The PC should consider full Council training with NPTS once the new permanent Clerk is in place.

**26/36 Finance and Governance**

- i. Agree the Internal Audit undertaken for y/e 31<sup>st</sup> March 2026  
This was Approved by All on a Proposal by Cllr Fearn and Seconded by Cllr Marshall.  
The Internal Auditor's comments were noted.
- ii. Agree the signing of the Exemption Certificate for 2025/26  
This was Approved by All on a Proposal by Cllr Cooke and Seconded by Cllr Fearn. The Exemption Certificate was signed by the Chair of the meeting and the locum Clerk.
- iii. Agree the Governance Statement for 2025/26 (AGAR Form 2)  
The Governance Statement was read out by Cllr Lickley. The 'Yes' Box was Agreed for All statements apart from Box 4. This was Approved by All on a Proposal by Cllr Fearn and Seconded by Cllr Cooke. It was signed by the Chair of the meeting and the locum Clerk.
- iv. Agree the Accounting Statement for 2025/26 (AGAR Form 2)  
The RFO had signed the accounts on 28<sup>th</sup> April. The Accounting Statement was Approved by All on a Proposal by Cllr Fearn and Seconded by Cllr Cooke. It was signed by the Chair of the meeting.
- v. To note the dates of the Notice of Public Rights  
The Clerk informed the meeting that the Period of Public Rights for this year will take place from Monday 15<sup>th</sup> June – Fri 24<sup>th</sup> July.
- vi. To appoint an Internal Control Councillor  
Cllr Fearn agreed to be the Internal Control Cllr and this was Approved by All on a Proposal by Cllr Cooke and Seconded by Cllr Lickley.
- vii. To consider and Approve an update to the Budget  
The Clerk had prepared an amended budget due to the many changes in information since the budget had been prepared in December. The main amendments are to the expected salary for the year and the appointment of a locum clerk for 4 months, a lower cost to the insurance, a reduction to the PC for the PFA Insurance grant, increases to the training budget and a budget for Cllrs email addresses.  
The revised budget was Approved by All on a Proposal by Cllr Lickley and Seconded by Cllr Fearn.

- viii. To Approve the Cashbook and Payments list  
The balance in the Current Account is £7,542.24 and in the Cambridge Account £11,183.22. Transactions since the last meeting: 2025-26 £2,500 Transfer from Cambridge BS, Receipt £100.00 Rent for Plot 2A, Payments £2,500 Grant to Old School Hall for the Millenium Window, £25.00 Bus Shelter cleaning (March); 2026-27 Receipts £6,500 Precept, £140.00 Rent for Plot 1, £6,974.00 Grant to PFA for furniture and storage shed, £693 Grant to PFA for Insurance.  
Payments to be made after Approval at the meeting: £156.00 NPTS Annual Subscription, £40.00 Internal Audit,  
The Cashbook and payments were Approved by All on a Proposal by Cllr Marshall and Seconded by Cllr Lickley.
- ix. Approve the annual Insurance for 2026 – 27  
A quote of £300.00 for the Annual Insurance had been received from Zurich Municipal. This was Approved by All on a Proposal by Cllr Fearn and Seconded by Cllr Lickley.
- x. To consider and Approve the purchase of a laptop & associated software and a mobile phone for the Clerk  
Cllrs considered 2 quotes from Black Dog Computers and chose the laptop with a larger RAM Approved by All on a Proposal by Cllr Fearn and Seconded by Cllr Lickley. The software will be Microsoft 365 which will be an annual cost.
- xi. To consider and Approve Full Council Training for the Council once the new Clerk is in post.  
This was Approved by All on a Proposal by Cllr Fearn and Seconded by Cllr Marshall.

**26/37 To receive an update from the Working Party reviewing the process and licence for Rental Land.**

The Working Party will report to the next meeting.

**26/38 To Receive an update on the 2 Defibrillators**

Residents are regularly monitoring both defibrillators and reporting to the Clerk. Cllr Lickley will contact the Barney resident about the external information sign for the Barney Defibrillator. Cllr Fearn will contact the Fulmodeston resident regarding the Service Agreement with the Community Heartbeat Trust.

**26/39 To Receive an update from the PFA on the Community Hub**

The building is nearly finished. The self-levelling and carpet are being completed imminently. The showers are not yet connected but all the fittings are in place. The toilets are connected.

The building is being used by Fakenham Cricket Club.

**26/40 To consider and Approve any action on the future of the Newsletter**

Cllrs agreed that 2 months is too long for each Newsletter and it needs to be produced monthly. This will require more volunteers. The Clerk will contact the Newsletter editor and report to the next meeting.

**26/41 To Receive an update on Highways Matters and Approve any action**

- i. To receive an update on the SAM2 machines in Barney and Fulmodeston and to Approve the costs of repair to the Barney SAM2 machine

The current cost to repair the Barney SAM2 machine is c. £455 + VAT. Cllrs considered whether the SAM2 was a deterrent, but decided that, as they have the machine, they should repair it. NCC Cllr Holliday said that she would investigate whether she can contribute £450 of her members fund towards the net cost. Repairing the SAM2 was Approved by All on a Proposal by Cllr Fearn and Seconded by Cllr Marston.

- ii. To receive an update on the Tyre Baling Yard  
See Minute 26/31 (i)

**26/42 To Receive an update on Planning matters and Approve any action**

RV/25/2839 Browns Culvert – Variation of condition 8 of Planning Permission – Pending Consideration

CL/26/0258 Meadow Barn, Barney – confirm change of use from agricultural building to dwelling: confirmed – was lawful use.

**26/43 To note any correspondence**

Reports on Local Government Reorganisation  
Project Archaeology Exhibitions, Gressenhall  
NPTS Training  
Footpath audit

WF Chandlers Heating Oil Offer  
Cllr Mike Hankins NNDC reports  
Pond Survey for palmate newts

**26/44 To Any Other Business (for information only) and to note matters deferred to future agenda: Rights of way survey, Highways repairs**

Cllr Marshall has sent a report to the Rights of Way Officer who is coming to the Parish next week to look at a broken stile and Finger Posts. Cllr Marshall has contacted the Estate about cutting the hedge in the Drift and cleaning up the footpath steps. Lord Hasting is now managing the Estate directly.

The contractor managing the grass cutting for the PFA informed the PC that he doesn't think the grass cutting grant is adequate. The PFA can come to the PC and request an further grant. He clarified that the contract was for the 6 months of cutting the grass during the summer.

**26/45 To note dates for forthcoming meetings: Parish Council Meetings:**

Tuesdays 14<sup>th</sup> July, 13<sup>th</sup> October, 8<sup>th</sup> December.

**26/46 To close the meeting.**

Cllr Lickley thanked all those present for coming to the meeting. Meeting was closed at 8.50pm

Signed

Date