

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL  
HELD IN THE PAVILION ON TUESDAY 5 DECEMBER 2017

**Present:**

Ben Bates (in the Chair,)  
Paula Carter  
Andrew Cooper  
Robert Barber

Graham Buckley  
John Bebbington  
Andrea Elsdon

**Also in attendance:**

Sonya Blythe (Parish Clerk)  
Members of the public

Tony Adams (County Councillor)  
PC Rob Devlin

**1 Chairman's Welcome and Announcements and apologies for absence**

None received.

**2 To receive members' declarations of interests and consider requests for dispensations**

None.

**3 To ratify the minutes of the meeting held on 7 November 2017**

The minutes were **agreed** and signed as being a true record of the meeting.

**4 Matters arising from the minutes of the meeting on 7 November 2017**

4.1 None.

**5 Police Report**

5.1 RD was present and introduced himself as the new PC for the area. He noted that he would try and attend as many meetings as possible.

5.2 The November police report was received. Two crimes had been reported, 1x Public order offence & 1x Theft from a motor vehicle.

**6 Reports from County & District Councillors.**

6.1 BB thanked TA for facilitating the very useful meeting between FPC and Norfolk County Council (NCC).

6.2 County Councillor TA reported the following:

- He had spoken with Mr Clancy who had agreed that the footpath on Fircovert Road was to be reinstated, which had now been done.
- The meeting with NCC had been productive, with the traffic count currently being carried out.
- Gateways were in the process of being ordered.
- The Highways design team were currently looking at where priority signs

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could be installed for the existing road narrowings.

**7 Break for the Public to Speak**

Meeting closed at 20.18

- 7.1 A member of the public raised concerns regarding the possibility of the bus service being cut, due to a reduction in subsidies from NCC to the bus company. The Clerk reported that she had spoken with bus companies and it was likely that routes would be merged instead of cancelled.

Meeting reopened 20.24

**8 To receive an initial report on the new Data Protection regulations**

A report on the new General Data Protection Regulations was received. An update would be brought to Council in February.

**9 To confirm the internal controls for 2018**

Updated internal controls were considered and **agreed**.

It was noted that controls around the new data protection regulations would need to be added in once the regulations had been officially agreed by Government.

**10 To consider an extension to the grounds maintenance contract**

The renewal date of the existing ground contract was March 2018. It was noted that this could be extended for one year if both parties were happy. Councillors confirmed that they were pleased with Mr Sibley's work and **agreed** to extend the contract by one year, to March 2019, with his agreement. JB to contact Mr Sibey to discuss. ACTION: JB.

It was noted that the lode had not been cleared recently. AE **agreed** to contact Mr Gunther to ascertain whether he was still happy to carry this out, or whether a new contractor needed to be sought. ACTION: AE.

It was **agreed** to ask Mr Sibley to clear leaves from across the parish, for a quoted price of £30.

**11 To discuss the Parish Councils goals and draft an action plan for 2018 and review the outcomes of the previous action plan**

- 11.1 Councillors noted that the previous action plan had been met.

- 11.2 The following items were suggested for the next action plan. This would be drafted and brought back to the next meeting:
- To organise a village litter pick during the Easter holidays ACTION: RB / AE.
  - To ask Highways to tidy up the Taverham Road footpath bend ACTION: CLERK.

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- To contact Highways again regarding the tree on the corner of The Street and Taverham Road, which needed to be trimmed back.
- To continue with the three-year traffic management plan for the parish. Still outstanding was: a third narrowing; Holt Road trod path; posts outside School Garage and outside the Pavilion between the road and footpath; restricted access to Bilney Lane and a 20mph limit throughout the parish.
- To carry out improvements to existing notice boards or purchase new ones.
- To carry out improvements to the village sign.
- To finish carrying out works to the telephone box.
- To re-point the bus shelter.

12 **To consider the next parish newsletter**

Councillors **agreed** that a new parish newsletter should be published in February 2018. This would include the following:

- Litter pick date
- Health and safety update, reminding residents to keep hedges trimmed back and stones swept back off the footpaths.

All Councillors were asked to try and provide an article, which should be submitted to BB by mid-January. ACTION: ALL.

13 **Highways Update**

Following a meeting with NCC, traffic count equipment had been installed within the parish, in line with the opening of the NNDR.

The Parish Partnership application had been submitted.

14 **To receive correspondence.**

14.1 Better Broadband for Norfolk – a new broadband cabinet was to be installed on The Street.

14.2 A consultation on the Hornsea windfarm was noted.

15 **To Consider Planning applications**

15.1 None received.

16 **To consider financial matters**

16.1 The following payments were **agreed**:

- Clerks Salary and Expenses (November)- £213.60 (SO of £153.20 paid on 1 December), cheque for £60.40 expenses.
- HMRC (Clerks tax) £115
- Date Controller Registration £35 (paid under Clerks expenses)
- Councillor training course (NALC) £60

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16.2 The updated accounts were noted.

16.3 **To receive notification of external auditor appointments for the 2017/18 financial year.** Noted and accepted.

16.4 **To consider and agree the draft budget for 2018/19**

The draft budget for 2018/19 was considered. Following discussions, amendments were made to ensure that the three year traffic management plan could be delivered.

16.5 **To set the precept for 2018/19**

A precept of £11,500 was **agreed** for 2018/19, in line with the budget set above. This was an increase of 6% on the previous year, which totalled £2.51 per band D property, per annum. Clerk to report to Broadland Council. ACTION: CLERK.

17 **To Give Updates on Councillor Portfolios / Village Matters.**

17.1 AE had attended the village hall committee meeting.

18 **Items for next agenda**

Nothing raised.

Date of next meeting – Tuesday 6 February 2018.  
Meeting closed at 22.00