

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL  
HELD IN THE PAVILION ON TUESDAY 3 APRIL 2018

**Present:**

Ben Bates (in the Chair,)  
Andrea Elsdon  
Andrew Cooper

Graham Buckley  
Robert Barber  
John Bebbington

**Also in attendance:**

Sonya Blythe (Parish Clerk)  
Members of the public

Tony Adams (County Councillor)

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

Apologies were received and accepted from Paula Carter.

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

None.

**3 To ratify the minutes of the meeting held on 6 March 2018**

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

**4 Matters arising from the minutes of the meeting on 6 March 2017**

- 4.1 BB advised that he and RB had attended the recent meeting of Swannington Parish Council to discuss the planned HGV route around Felthorpe. Councillors had confirmed that they were in agreement with the proposals as long as Norfolk County Council (NCC) afforded them the same provisions. RB circulated a document of local landowners in order for NCC to be able to move this forward. Council agreed this it was accurate as far as they were aware.

**5 Police Report**

- 5.1 The report was read out: from 1 March 2018 to 31 March 2018 one crime was recorded, of domestic assault.
- 5.2 Speed watch had been carried out on 9 March; five vehicles had been recorded over the speed limit.

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

- 6.1 TA advised that he had spoken with NCC regarding the site allocations document. They had advised that the potential development areas that crossed Felthorpe and Drayton had been cross referenced within the document.
- 6.2 He advised that Broadland Council had confirmed that it now had a five-year land supply meaning that not all sites in the site allocation document would need to be developed.

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**7 Break for the Public to Speak**

Meeting closed at 20.19

Nothing raised.

Meeting reopened 20.19

**8 General Data Protection Regulations :**

**8.1 To agree the appointment of the Data Protection Officer**

It was agreed that the Parish Clerk would be appointed as the Data Protection Officer of the Council. AE would be the portfolio holder for data protection.

**8.2 To consider the formation of a Data Protection Committee**

It was agreed that a Data Protection Committee would not be appointed. Data protection would become a rolling item on the agenda for any incidents to be discussed.

**8.3 To agree the Data Protection Policy**

The draft data protection policy was considered. Some amendments were suggested and the policy was agreed. To be uploaded to the website. ACTION CLERK

**8.4 To agree the Records Retention Policy**

This was agreed and would be uploaded to the website. ACTION CLERK

**8.5 To consider and agree the Privacy Notice**

The wording of the privacy statement was agreed. This would be uploaded to the website and made available to Councillors for their use. Anyone contacting the parish council would be asked to agree to it via email or the post. ACTION CLERK.

**9 To confirm details for the Felthorpe Village Pride Day**

RB reported that the litter pick would be ahead on 7 April. He had carried out a health and safety assessment and would collect high vis-jackets and litter pickers from Broadland Council. The Pavilion would be open for refreshments.

**10 To receive an update on repairs to the bus shelter**

BB was awaiting a price. Councillors agreed that a price of up to £150 could be taken forward without awaiting approval at the next meeting.

**11 To note the outcome of the Parish Partnership Bid and agree to proceed with the purchase of the SAM2 camera**

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It was reported that Felthorpe's application to the Parish Partnership Fund for SAM2 speed cameras had been successful. BB and RB were thanked for their work on the project. This would be paid in May once the precept had been received. FPC would pay for the whole project and then receive a refund for 50% of the costs (£3449) from NCC. Concern was raised regarding the length of time the last refund had taken to be received from NCC; the Clerk confirmed that enough money was held in reserves to cover this.

**12 To receive correspondence.**

12.1 Minutes from the Western Link Local Liaison Group – noted

12.2 Top Dog packs – these had been received and would be located in the refurbished telephone box once completed.

12.3 Consultation: draft Norfolk Access Improvement Plan (2018 - 2028) / West Broadland Green Infrastructure Project Plan

Both plans were considered together.

It was noted that the Norfolk plan stated that it would improve both business and employment locally though did not state how this would work in practice.

The Broadland plan was looking to improve Drayton Drewray and Fethorpe Common by installing carparks and footpaths. As these were privately owned areas Councillors felt that it would not be appropriate to comment. Trustees of Felthorpe Common had been informed and would respond.

12.4 Road closure notice - Taverham Road would be closed from 9-11 April 2018. Parishioners had been advised on the website.

**13 To Consider Planning applications**

13.1 None received.

**To consider any applications received after the agenda was published.**

13.2 20180463 August Farm, Brick Kiln Road, Hevingham, NR10 5NL - Agricultural Storage Building

No comment.

**14 To consider financial matters**

14.1 The following payments were **agreed**:

- Clerks Salary and Expenses (March) - £198.51 (SO of £153.20 paid on 1 April), cheque for £45.31 expenses.
- Ben Bates, telephone box renovation - £120.34

14.2 The updated accounts were noted.

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

15.1 GB reported that the Facebook page continued to grow.

16 **Items for next agenda**

Councillor Portfolio changes.

**Date of next meeting: Tuesday 1 May 2018**

Meeting closed at 21.25