

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL  
HELD VIA ZOOM ON TUESDAY 2 JUNE 2020

**Present:**

Ben Bates (in the chair)  
Graham Buckley  
Andrew Cooper

Peter Knowles  
John Bebbington  
Mark Payne

Member of public

Tony Adams (County Councillor)

**Also in attendance:**

Sonya Blythe (Parish Clerk)

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

Apologies received and accepted from Paula Carter.

The Chairman welcomed attendees to the meeting, being held virtually under legislation LAPCP Regulations 2020.

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

None raised.

**3 To ratify the minutes of the meeting held on 5 May 2020**

The minutes of the meeting were **agreed**, subject to the amendment of "Felthorpe Life" to "Felthorpe People", at item 12.1. They would be signed at the next meeting held in person.

**4 Matters arising from the minutes of the previous meeting**

4.1 Item 6- CCTV signs – District Councillor Dave Thomas had offered to contribute £150 from his increased allowance fund. This would make FPCs costs around £450. Councillors **agreed** that JB should make the order for the signs and installation. Thanks would be passed to DT.

4.2 TA reported that he would contribute his £6000 highways fund towards priority signs for the new road narrowings. He would also look into the possibility of using it towards making footpaths more wheelchair and pushchair friendly in the parish.

**5 To note / action the following correspondence**

5.1 Parish Friend of the Mobile Library Scheme – this had been withdrawn by the library service as unsuitable at this time.

5.2 Norwich Western Link – Norfolk County Council were currently working on a detailed business case. The public consultation had not been held.

5.3 Correspondence received since publication of the agenda  
None

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6 **To review the following policies:**

- 6.1 The Financial Regulations were considered. An amendment was suggested at item 14.1, to make it read "Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances". This, and the rest of the regulations, were **agreed**.
- 6.2 Councillor Code of Conduct – no amendments had been made. The policy was **agreed**.
- 6.3 Grants and Donations Policy - no amendments had been made. The policy was **agreed**.

7 **To consider planning applications**

- 7.1 20200971 – Builders Yard, Mill Lane, change of use to 50/50 split (first part to remain builders yard and second part the supplying and servicing of trailers). Council **agreed** to object and to ask District Councillors to call the decision in to the Planning Committee. BB to draft a response.
- 7.2 To consider any applications received after the agenda was published.  
None
- 7.3 To ratify planning responses sent since the last meeting  
None

8 **To consider financial matters**

- 8.1 The updated accounts were received.

*Meeting adjourned from 8.40pm-8.45pm.*

- 8.2 The following payments were agreed:

- Clerks Salary and Expenses (May) - £293.66 (SO of £153.20 paid on 1 June), cheque for £140.46
- Mr Sibley (grounds maintenance) £220.40
- HMRC £121.20
- Clare Morton (internal audit) £25

- 8.3 To note Income:  
None.

- 8.4 To consider and agree the annual governance statement 2019-20

The governance statement from the annual return was considered. Councillors **agreed** that all statements within had been met.

- 8.5 To consider and agree the annual accounting statement 2019-20

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Councillors considered and **agreed** that the annual accounting statement was accurate and that criteria had been met to sign the certificate of exemption.

Both documents would be signed by BB and the Clerk.

8.6 To consider a grant request from Felthorpe PCC

Two grant requests had been received from Felthorpe PCC. Following discussion Councillors **agreed** to make the following grants, from s137 funds:

- Grounds maintenance £800.
- Dangerous tree removal £950

9 **To receive updates on Councillor portfolios / Village Matters (items for information only)**

9.1 GB reported the following:

- The Felthorpe People Facebook page now had 76 members;
- There had been two fires on Mill Lane recently.

10 **To receive items for the next agenda**

None

11 **Date of next meeting: Tuesday 7 July 2020 (Zoom)**

Meeting closed at 21:05