



**The parish council is made up of 7 elected unpaid members who all live within the parish and represent the village on various matters. It is the third tier of local government, the other two being the district council and the county council.**

We usually meet on the first Tuesday of every month, with the exception of August and January, at 8pm in the Felthorpe Pavilion. We discuss a variety of issues which affect the community. The public is very welcome to attend and we encourage comments to be made during the open session, part of most meeting.

The council makes comments on all **planning applications** and although Broadland District Council makes the final decision they take the parish council's views into account.

## Felthorpe Parish Council

The council regularly discusses local issues such as local roads.

Sometimes the council invites topical speakers to meetings.

The council works with other principal authorities and can report issues such as flooding, planning concerns, overgrown trees, footpaths, drainage, roads, street signage, and speeding to the relevant authorities on your behalf.

### Contact Us

Sonya Blythe  
Parish Clerk  
PO Box 1392  
Norwich  
NR8 6YS  
Phone: 01603 527095  
Email: felthorpe\_pc@yahoo.co.uk  
Web:  
<http://felthorpeparishcouncil.norfolkparishes.gov.uk>

Details on how to contact individual councillors are given on the website.

Updated 2020.



**FELTHORPE  
PARISH  
COUNCIL**

*A general guide.*

You are entitled to share your views with your parish council so that we can represent you well.

You are welcome to let your council know if anything in the village is of concern so that action can be considered on your behalf.

This leaflet gives you advice on taking the opportunity to speak at parish council meetings.

**Q1 At which meetings may I speak?**

All public meetings of the council will give an opportunity for members of the public to speak.

**Q2 How will I know when to speak?**

The chairman will adjourn the meeting and invite public comments.

**Q3 Are there items I may not discuss?**

Matters that are confidential or commercially sensitive may not be addressed in public.

**Q4 How do I know what is on the agenda?**

The agenda is published on the website and on the council's notice board.

**Q5 How do I arrange to speak?**

It is preferred that you contact the clerk prior to the meeting or raise your hand when the chairman invites the public to speak.

**Q6 What should I say?**

The council prefers you to identify yourself and state your concern briefly and clearly.

**Q7 For how long may I speak?**

You will be allowed two minutes. At the discretion of the chairman you may be allowed slightly longer in exceptional circumstances.

**Q8 May several people present a comment together?**

Yes.

**Q9. May I raise an issue that is not on the agenda?**

Yes.

**Q10 Can I provide written information?**

Yes, this material must be given to the clerk a week before the meeting for circulation.

**Q11 Will the council respond to my concerns?**

Yes on a case by case basis.

**Q12 When will a decision be made?**

There is no given timescale for the decisions but please feel free to contact the clerk some time after the meeting if you wish to have an update.

**Q13 Am I allowed to film, photograph or record parish council meetings?**

Yes. The law changed in August 2014 and you are now permitted to do so. It is preferred that you inform the clerk prior to the start of the meeting.

If an item is not on the agenda no decision can be made at that meeting. The council may not be able to respond to your question immediately, perhaps some additional research is required, so please leave us with your contact details.