

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL
HELD ON TUESDAY 6 APRIL 2021 AT 8PM, VIA ZOOM.

Present:

Ben Bates (Chairman)
John Bebbington
Andrew Cooper

Peter Knowles
Paula Carter (from 20:20)
Wendy Saunders

Also Present:

Sonya Blythe (Parish Clerk)

Tony Adams (County Councillor)

1. Chairman's Welcome and to receive and consider apologies for absence

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

Apologies were received and accepted from Mark Payne.

District Councillors would not be present but had sent a written report.

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

None.

3. To ratify the minutes of the meeting held on 2 March 2021

The minutes were agreed as an accurate record. They would be signed at the next physical meeting.

4. To receive information on matters arising from the minutes not covered elsewhere on the agenda

None raised.

5. To allow the public to raise matters

None present.

6. Assets

6.1 To consider the asset register. The register was reviewed and agreed. A query was raised regarding replacement asset costs within the insurance policy. The Clerk would forward the policy to PK to look into, and he would feedback at the next meeting whether it was adequate or needed higher cover.
Action PK

6.2 To receive a report on the annual asset checks – JB had carried the annual inspection out (appendix 1), apart from the grass roller as the cricket club were not currently meeting. The Clerk confirmed that the printer was also

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in good working order. Required works on assets would be carried out over summer 2021.

The Clerk would report street signs that required cleaning to the parish rangers, and road name signs that required repair to Broadland Council.

Action Clerk

- 6.3 **To consider purchase of a notice board** – Council agreed to replace the notice board outside the Pavilion. The cost and type would be discussed later in the year.

PC joined at 20:20

7. **To review the risk register.**

The updated risk register was reviewed and accepted.

8. **To receive reports from District and County Councillors**

TA reported that he had met with the resident who lived on the Taverham Road bend, with Highways and Jerome Mayhew MP. All present were concerned about the situation for the resident as visibility was extremely poor leaving her property, however sadly there was very little that could be done to rectify it.

A written report was received from the district councillors, which was noted.

9. **To confirm the 2021 action plan**

The 2021 action plan was agreed (appendix 2).

10. **To discuss communication methods with parishioners**

Correspondence had been received from several parishioners who were concerned that they had not been aware that additional pinch points would be installed in The Street, in order to improve road and pedestrian safety. BB gave a review of the communication methods that had been used since 2015 when the traffic calming plan had been introduced (parish council meetings, newsletters, fete, and a special traffic meeting). It was noted that NCC had advised Councillors that a consultation would take place with the householders nearest to the pinch points, but unfortunately that had not occurred.

Council noted the different opinions regarding the efficiency of pinch points from parishioners, but hoped that benefits would be seen by all once they were installed.

Council agreed to appoint AC as portfolio holder for parish communication.

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AC would start to work on ideas to involve the community more in parish council business and meetings, to ensure an awareness of parishioner views and requirements. **Action AC**

11. To note / agree actions for the following correspondence

- 11.1 **Equinor New Energy Limited - Stakeholder Forum Invitation.** Noted.
- 11.2 **Broadland Council - Broadland Country Park FOI response.** Received.
- 11.3 **Norfolk County Council -One million trees.** No suitable locations.
- 11.4 **Town and Parish Council Forum invitation.** Noted.
- 11.5 **Various correspondence regarding the Parish Partnership Scheme works.** Noted and discussed under item 10.
- 11.6 **Street Numbering: Aylesbury House, Bilney Lane.** Noted.
- 11.7 To action time-sensitive correspondence received since publication of the agenda
None.

12. To consider planning applications

- 12.1 None received.
- 12.2 **To consider planning applications received since the distribution of the agenda.**

None.

13. To consider financial matters

- 13.1 To agree to the following payments:
 - Clerks Salary and Expenses (March) - £201.80 (SO of £153.20 paid on 1 April), cheque for £48.60
 - Norfolk Association of Local Councils (annual fees) £198.52
 - Cringleford Parish Council (use of Zoom account) £5
- 13.2 The following income was noted:
None.
- 13.3 The updated accounts were noted.

14. To receive updates on Councillor portfolios / Village Matters (items for information only)

None.

15. To receive items for the next agenda

Annual audit

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16. The date of the next meeting was agreed as Tuesday 4 May 2021.

Meeting closed at 21:10pm.

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Appendix 1

Asset Report

Bus Shelter, already included in our Action Plan, has NOT deteriorated any further but the noted repairs MUST be carried out this Summer. Action BB/JHB

Notice Board Pavilion, as noted, needs replacing. Action approval by Council
Tuesday 6/4/21

“ “ Church Rooms, as noted, to be removed by Summer 2021.

Benches X 3 All in acceptable order, need rubbing down & a coat of wood preserver applied. Action JHB/part of Village Pride day?

Village Sign Condition acceptable, 1 or 2 loose bricks that need re-pointing this Summer. Action BB/JHB at time of repair to Bus Shelter?

Dog Bins X 6, All in good order & well used!

Waste Bins X 3, All in acceptable condition.

Village Well, In good order, fairly tidy in & around area, large Fir tree to left needs constant attention.

Defibrillator, Has been checked by me, is in working order, will need new pads by November 2021. Action JHB

BT Phone Box, Fairly tidy inside, paintwork pretty good with exception of door which needs a complete re-paint! Action could be undertaken as part of Village Pride day?

Village Gateway Signs, All in good order, but need cleaning. Action as Phone Box.
Sam 2 Cameras, Both in good working order.

Benches for Pavilion, There are Picnic Tables X 4 (I believe provided by us) & Bench Seats X 3 (I believe bought & owned by the Pavilion), all in good order.

Brother Printer, In good working order I presume!

CCTV Posts & Signs X 3, All in good condition, sign located at corner of Hall Lane & Mill Lane has been hit by a larger vehicle at some point & is slightly bent backwards but still completely functional.

Cricket Club Roller, Unable to secure access to this item will check it out in the Summer.

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Appendix 2

Action Plan 2021

	Action	Action By:	Complete By
1	Complete resurfacing work of the Pavilion as agreed in 2020	Councillors with traffic and highways portfolio / Clerk.	Autumn 2021
2	Work with Highways to start work to improve footpaths to make the parish pedestrian and wheelchair friendly by 2022.	Councillors with traffic and highways portfolio / Clerk.	Walkaround by August, to prepare parish partnership bid for November
3	To organise the third Village Pride Day and a village planting day for autumn.	JB to collect equipment / PK to design mail drop.	Autumn 2021
4	To continue to report issues to the relevant authorities to improve the appearance and functionality of the parish eg overgrown trees and potholes	Councillors / Parish Clerk.	Ongoing
5	To repair the parish bus shelter	Councillor with portfolio for assets / Clerk.	Summer 2021
6	To maintain good governance by reviewing core policies such as risk register, standing orders, asset register and internal controls annually.	Councillors / Clerk	Ongoing
7	To continue good governance of the parish by insisting councillors attend New Councillor training and other training as requested. To support the clerk in attending training, courses and conferences.	Councillors / Clerk.	Ongoing
8	To purchase a new, larger notice board for the Pavilion, and remove the Church Lane one.	Councillor with portfolio for assets / Clerk.	Summer 2021
9	To investigate holding a best front garden competition ready for spring 2022.	Council	Autumn 2021