

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL  
HELD ON TUESDAY 4 MAY 2021 AT 7.55PM, VIA ZOOM.

**Present:**

Ben Bates (Chairman)  
John Bebbington  
Andrew Cooper

Peter Knowles  
Paula Carter  
Wendy Saunders

**Also Present:**

Sonya Blythe (Parish Clerk)  
2x members of public

Tony Adams (County Councillor) (from 8.05pm)  
Dave Thomas (District Councillor)

*The meeting commenced at 7.55pm, on the rise of the Annual Parish Meeting which had commenced at 7.45pm.*

**1. To elect a Chairman for the forthcoming year**

BB was proposed and seconded as Chairman for the ensuing year. This was agreed. The acceptance of office would be sent for signing after the meeting.

**2. 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.

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

None.

**4. To elect the vice-Chairman for the forthcoming year**

JB was proposed and seconded as vice-Chairman for the ensuing year. This was agreed.

**5. To ratify the minutes of the meeting held on 6 April 2021**

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

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

6.1. PK had checked whether FPCs insurance was adequate. Council assets were valued at £36k with the insurance replacement value being £37k and so it was agreed that this was appropriate.

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

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DT reported the following –

- Fly tipping was still the most frequent complaint that he received locally. A discussion was held on ways to improve this issue, which had become worse since charges were introduced at recycling centres.
- Full council at Broadland Council had been cancelled in April due to lack of business.
- Member ward grants of £500 each had been renewed
- A waste contract between Broadland, Breckland and South Norfolk Councils had gone out to tender.

TA – reported that other local parish councils had commented on the efficacy of FPCs traffic improvement scheme over the previous five years. He also re-confirmed that his grant had been put aside for the pavilion carpark to be resurfaced.

**8. To resolve to adopt the power of general competence**

It was confirmed that  $\frac{3}{4}$  of councillors were elected and the Clerk was CiLCA qualified and so the power of general competence was re-adopted.

**9. To consider and re-confirm the following policies:-**

- 9.1 Code of Conduct - agreed
- 9.2 Standing Orders - agreed
- 9.3 Financial Regulations – agreed

**Action: Clerk to upload updated policies to website**

**10. To agree appointments to portfolio holder roles**

Portfolio holders were agreed as follows:

Traffic and Highways – BB with PK

Finance - PK

Communications - AC

Amenities and Assets - JB

Recreation Ground – PC, WS

Planning - AC

Data Protection - MP

**Action: Clerk to advise Recreation Ground Committee**

**11. To note / agree actions for the following correspondence**

- 11.1 Advance Notice of Consultation in Respect of Proposed Development – Sheringham Shoal Extension Project and Dudgeon Extension Project - Noted. It was agreed not to include items relating to this on future agendas as the parish is unlikely to be affected.
- 11.2 Internal auditor report - received and noted.
- 11.3 Request for information on traffic calming – information had been requested from a parishioner who lived near a new pinch point on The Street on how the

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traffic calming plans had been consulted on since the scheme had been approved by Council in 2015. This had been discussed at a recent meeting and information was available online in minutes. The parishioner had advised that legal advice had been sought, and FPC had also sought advice via NALC. Although the majority of Councillors felt that the narrowings were helping to slow traffic, it was noted that there had been some near-miss car accidents witnessed, as the priority warning signs were obscured due to overgrown hedges and trees. The Clerk would report this to Highways.

**Action Clerk**

- 11.4 Speeding on The Street – correspondence had been received regarding vehicles speeding past where the 60mph limit changed to 30mph on The Street. A pinch-point had been requested for this area previously, but this had been declined due to the proximity to Bilney Lane. BB to approach Highways to establish if it would be possible to relocate the start of the 30 mph limit toward Haveringland Road.

**Action BB**

- 11.5 Parish footpaths – a complaint had been received from a parishioner regarding a footpath on private land being closed. BB to write and explain that as this was privately owned the owner had the right to do this. Regarding the footpath on Brands Lane, BB to investigate whether the stile could be removed for better access.

**Action BB**

- 11.6 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 (April) - £201.59 (SO of £153.20 paid on 1 April), cheque for £48.39
  - Cringleford Parish Council (use of Zoom account) £5
  - Mr Sibley (grounds maintenance) £456.10
  - Clare Morton (internal audit) £25

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- 13.2 To note Income:
- VAT reclaim £274.70
  - Precept £6101.50
- 13.3 To receive the year-end 20/21 accounts – the year end cashbook and reconciliation were received.
- 13.4 To receive the updated 21/22 accounts- received and noted.
- 13.5 To consider and agree the annual governance statement 2020/21 – Councillors confirmed that they had read the annual governance statement and approved it.
- 13.6 To consider and agree the annual accounting statement 2020/21 – Councillors considered and approved the annual accounting statement.
- 13.7 To agree to sign the certificate of exemption – Council confirmed that they met the exemption criteria and approved the Chairman and Clerk to sign the certificate of exemption.
- 14. To consider meetings locations from June 2021 onwards**  
Due to the virtual meeting legislation finishing from 7 May 2021 meetings would be required to be held physically again. It was agreed that the June meeting would be cancelled, with the next meeting being held in July when hopefully the majority of people would be vaccinated and social distancing would be reduced.
- 15. To receive updates on Councillor portfolios / Village Matters (items for information only)**
- PC noted that her supplier would provide bulbs for the next village planting day.
- Problems caused by football teams parking on the road the previous weekend had been reported to the Recreation Ground Committee.
- A shooting incident had occurred on Taverham road the previous weekend. Police had investigated and found that it was accidental.
- 16. To receive items for the next agenda**
- Pavilion carpark resurfacing quotes
- 17.** The date of the next meeting was agreed as Tuesday 6 July 2021.
- Meeting closed at 21:10pm.