

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL
HELD ON TUESDAY 3 MAY 2022 AT 8.40PM, IN THE PAVILION

Present:

Ben Bates (in the Chair), John Bebbington, Wendy Saunders, Andrew Cooper, Peter Knowles.

Also Present:

3x member of the public.

1. To elect a Chairman for the forthcoming year

BB was nominated and elected for the forthcoming year. The acceptance of office was signed.

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

The Chairman welcomed attendees to the meeting. Apologies were received and accepted from Paula Carter.

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

None raised.

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

JB was nominated and elected for the forthcoming year. The acceptance of office was signed

5. To ratify the minutes of the meeting held on 12 April 2022

The minutes were agreed as an accurate record and signed by the Chairman.

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

None.

7. To resolve to adopt the Power of General Competence

The Clerk advised that this was not required as the power was still in place from 2019. The power would be reconfirmed in 2023.

8. To consider and re-confirm the following policies:-

- 8.1 Code of Conduct – agreed
- 8.2 Standing Orders - agreed
- 8.3 Financial Regulations - agreed
- 8.4 Internal Controls - agreed

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL
HELD ON TUESDAY 3 MAY 2022 AT 8.40PM, IN THE PAVILION

9. To agree appointments to portfolio holder roles

Portfolio holders were confirmed as follows:

Traffic and Highways -BB

Finance & Data Protection - PK

Amenities and Assets - JB

Recreation Ground – PC and WS

Planning & Communications - AC

10. To receive / agree actions for the following correspondence

10.1 To note the increase in grounds maintenance costs

Mr Sibley had written to advise that his inflation increase for the following year would be 7%. Council considered this and agreed it.

10.2 **To consider time sensitive correspondence received since publication of agenda**

None

11. To consider planning applications

11.1 None

11.2 **To consider time sensitive applications received since publication of agenda**

None.

11.3 **To ratify planning responses sent since the last meeting**

None

11.4 **To note the Enforcement Update**

One outstanding case was noted

12. To consider financial matters

12.1 To consider a working from home allowance

It was agreed to pay the Clerk a £3 per month home working allowance going forward.

12.2 To agree to the following payments from March and April:

The following payments were approved:

- Clerks Salary and Expenses (April) - £197.15 (SO of £166.40 paid on 1 May), cheque for £30.75
- Mr Sibley (grounds maintenance) £213.25
- Clare Morton (internal audit) £25
- Sonya Blythe - (notice board magnets) £8.99

12.3 To note income: none

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL
HELD ON TUESDAY 3 MAY 2022 AT 8.40PM, IN THE PAVILION

- 12.4 To receive the accounts and bank reconciliation to date
Received and noted.
- 12.5 To receive the Internal Audit report
Received and noted.
- 12.6 To consider and agree the annual governance statement 2021/22
The annual governance statement was considered and agreed by Council. This was signed by the Chairman and Clerk.
- 12.7 To consider and agree the annual accounting statement 2021/22
The annual accounting statement was considered and agreed by Council. This was signed by the Chairman and Clerk.

Clerk to submit to external auditors

- 12.8 To consider the future funding of church grounds maintenance requests -
In light of the grant request received for church ground maintenance when budget setting, BB had investigated the amounts that other parish council's gave for churchyard maintenance. He had established that the majority of local parish council's donated around 2.5% of their precept. It was proposed and agreed that this be used as a baseline amount in the future, with other requests considered on a case by case basis. JB agreed to obtain a quote for the works from Mr Sibley.

Action JB

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

The Clerk advised that the December 2022 meeting had been moved to January 2023.

PK advised that he had checked the annual accounting paperwork before it was sent to the internal auditor.

Councillors reported that the overgrown hedge on Taverham Road was still causing issues for cars, who could not safely travel around the tight bend. It was agreed that a letter would be sent once the agency deal to take on additional ground maintenance had been signed with Norfolk County Council.

14. To receive items for the next agenda

None.

15. The date of the next meeting was agreed as Tuesday 7 June 2022.

Meeting closed at 21.30