

FELTHORPE PARISH COUNCIL

**A meeting of Felthorpe Parish Council was held on 5 July 2022 at 8pm
at the Pavilion**

Minutes of Meeting

Present:

John Bebbington (in the Chair), Peter Knowles and Wendy Saunders

Also Present:

2x member of the public.
Revd Margaret McPhee

Cllr Tony Adams (County Council)

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

The Chairman welcomed attendees to the meeting. Apologies were received and accepted from Ben Bates, Paula Carter and Andrew Cooper.

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

WS re item 10.6 as treasures for the church.

3. To ratify the minutes of the meeting held on 7 June 2022

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

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

None.

5. To receive reports from District and County Councillors

District Councillors had sent their apologies.

TA agreed to chase Norfolk County Council (NCC) with regard to the contract for FPC to take on more grounds maintenance around the parish.

He reported that a potential highway encroachment close to the church had been reported to NCC's legal department. He also advised that NCC had agreed to resurface outside the church to allow for more parking and easier access.

TA would also confirm that footpath resurfacing was still scheduled in the parish for 23/24.

6. To allow the public to raise matters (15 minutes maximum, per standing order 1e)

Rev. McPhee thanked FPC for their recent correspondence regarding grounds maintenance and advised that she was happy to discuss different options.

7. To co-opt a new Councillor

No applications received.

8. To receive / agree actions for the following correspondence

8.1 Town & Parish Forum Invitation – noted.

8.2 New Street Cleaning Service – changes to Broadland District Council's (BDC) street cleaning contract were noted.

8.3 Parish Partnership Scheme 2023 – noted. To be added to September agenda to consider if there were any works to apply for. **Action Clerk**

8.4 Norwich Western Link update – The update was received. It was noted that costs of the project had significantly increased.

8.5 To consider time sensitive correspondence received since publication of agenda

None.

9. To consider planning applications

9.1 None.

9.2 To consider time sensitive applications received since publication of agenda

None.

9.3 To ratify planning responses sent since the last meeting

None.

9.4 To note the Enforcement Update

The report had not been received.

10. To consider financial matters

10.1 To consider insurance quotes from Zurich and Gallagher

Year three of the Gallacher insurance contract was considered, along with a comparison quote from Zurich. Zurich did not cover the full value of all assets and so the Clerk had requested an updated quote, but this had not yet been received.

It was noted that the roller purchased for the cricket club several years prior was still owned and insured by the Parish Council. It was agreed that ownership of this should now be passed to the cricket club, which they had requested previously.

Action Clerk

It was agreed to continue the contract with Gallagher but seek additional quotes for the 2023 renewal.

10.2 To agree to the following payments:

- Clerks Salary and Expenses (June) - £202.39 (SO of £166.40 paid on 1 July), cheque for £35.99
- Mr Sibley (grounds maintenance) £368
- Annual insurance premium £440.43.

As only one Councillor signatory was present, it was agreed that the Clerk could co-sign the cheques.

10.3 **To note income:** None

10.4 **To receive the accounts and bank reconciliation to date** – received and noted.

10.5 **To receive a special motion to allow item 12.8 from the May agenda to be re-considered.**

The motion to re-discuss the decision from May was received, and the discussion took place at item 10.6.

10.6 **To consider correspondence from St Margaret's Church concerning the value of churchyard maintenance grants**

WS had declared an interest and could not take part in this item. The item was therefore not quorate and a decision could not be made.

Standing Orders was suspended in order for Rev. McPhee to answer questions.

Rev. McPhee advised Council that BDC had added St Margaret's churchyard on to a walking route, and it was therefore experiencing increased foot traffic. She noted that, whilst the other churches in her remit employed a grounds contractor, St Margaret's currently had a volunteer who was looking to retire. The contractor for the other churches had provided a quote, which Council had previously seen. Rev. McPhee noted that she appreciated Council still offering a grant, but basing it on a percentage of the precept did not allow for differences in sizes on churchyards. She advised that she would speak with Church Council regarding advertising for a contractor from April 2023.

Council felt that a contractor should be in place next year before a new grant request would be considered. Regarding the existing request for £1100, a decision could not be made before the next meeting, but Councillors present would be happy to support the full amount.

10.7 **To consider the churchyard maintenance grant 2022**

WS had declared an interest and could not take part in this item.

The item was not quorate and so a decision was deferred to the next meeting.

10.8 **To consider costs for the replacement of the village sign post**

BB had been looking into quotes and had received one from British Hardwoods for £350. It was agreed that the purchase be made.

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Action BB

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

PK would carry out the mid-year check of the finances after the September meeting.

PK reported a tree blocking the footpath near Hall Lane, which he would report to NCC.

Action PK

WS agreed to write an advert for a new Councillor for the parish newsletter.

Action WS

12. To receive items for the next agenda

- Parish partnership scheme options
- Replacement of parish benches and whether to dedicate them.

13. The date of the next meeting was agreed as Tuesday 6 September 2022.

Meeting closed at 21.10