

FELTHORPE PARISH COUNCIL

**A meeting of Felthorpe Parish Council was held on 1 November 2022 at 8pm
at the Pavilion**

Minutes of Meeting

Present:

Ben Bates (in the Chair), John Bebbington, Paula Carter, Diane MacCormick,
Andrew Cooper and Wendy Saunders.

Also Present:

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 Peter Knowles.

The District Councillors had sent their apologies.

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

None.

- 3. To ratify the minutes of the meeting held on 4 October 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**

Further to the matters raised at the previous meeting, TA reported the following:

- Resurfacing work outside St Margaret's Church was imminent.
- Land opposite the church belonged to Norfolk County Council and would be claimed back by them.
- He would chase the Highways Officer again regarding a signed contract for taking on additional grounds maintenance, and the resurfacing of the Taverham Road footpath.

- 6. To allow the public to raise matters:**

None present.

- 7. To receive / agree actions for the following correspondence**

- 7.1** Relocation of dog waste bin. DM had met Cllr Thomas onsite and toured the parish. He has agreed that there was a need for either a new or a re-sited bin, and would

approach Broadland Council regarding relocating the dog bin on the corner of Church Lane to the footpath behind School Garage. It was also suggested that the litter bin outside the Pavilion be moved to Mill Lane, where it could be used for dog waste or litter. DM would approach Dave Thomas with this request also.

Action DM

7.2 Broadland Country Park Sustainability Plan – Broadland Council had asked Council to contribute to a sustainability plan for Broadland Country Park. Council agreed that they would be happy to assist, but would like to see more information on the plan first.

7.3 Code of Conduct Consultation from Broadland Council – Clerk to complete.

Action Clerk

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

None

8. To consider planning applications

8.1 None

8.2 **To consider time sensitive applications received since publication of agenda**
None.

8.3 **To ratify planning responses sent since the last meeting**
None.

8.4 **To note the Enforcement Update**

The report was noted. There were currently no cases in Felthorpe.

9. To receive a verbal update on Parish Councillor email addresses

Costs were awaited from Norfolk Association of Local Councils and would be considered as part of the budget setting in January.

10. To consider a review of the current grounds maintenance contracts

As Norfolk County Council had paid FPC for additional grounds maintenance, it was agreed that the current grounds contract should be updated. It was agreed to do this in January when, hopefully, the signed contract from NCC would have been received which detailed the additional works.

11. To consider financial matters

11.1 **To agree to the following payments:**

- Clerks Salary and Expenses (October) - £226.37 (SO of £166.40 paid on 1 November), cheque for £59.97
- Mr Sibley (grounds maintenance) £280.26
- ICO (data protection renewal fee) £35 (direct debit, 29/11/22)
- Fiona Davies (village sign refurbishment, 50% fee) £382.50

- Unity Trust (transfer to open new account) £5000

11.2 **To note income:** £6241.50 from Broadland Council (precept, second instalment)

11.3 **To receive the accounts and bank reconciliation to date.**
Received and noted.

11.4 **To confirm that, further to the resolution in October 2022, existing signatories should sign the Unity Trust bank application form to open the new bank account**

Council considered the application statements from Unity Trust and agreed that the account be opened. Existing signatories signed the submission document. Once the account had been opened other Councillors would be added as signatories. Council agreed to move an initial £5000 to the account so that it could start being used. The Clerk would complete the application process and send the required documents in.

Action Clerk

11.5 **To agree who will seek quotes for the January 2023 budget setting (parish street furniture)**

It was agreed to look for 4x four seater benches for the parish. JB would investigate benches made from recycled plastic.

Action JB

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

AC raised the matter of poor visibility at the Taverham Road / Reepham Road junction. This had been discussed previously but NCC were unwilling to carry out any improvements as the accident rate was not high enough. It was agreed to ask TA to approach the Highways Officer to look for ways to increase visibility.

Action BB

It was noted that a litter pick would be organised for spring 2023.

The Clerk would obtain a quote for repointing the bus shelter, which had been budgeted for.

13. **To receive items for the next agenda**

-Budget setting

14. **To confirm the 2023 meeting dates:**

3 January 2023 (replacing 6 December 2022, previously agreed)

7 February 2023

7 March 2023

4 April 2023

16 May 2023 (two weeks late due to Parish Council elections)

6 June 2023

4 July 2023

5 September 2023

Sonya Blythe
Clerk to the Council
Felthorpe Parish Council
PO Box 1392
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NR8 6YS

3 October 2023
7 November 2023
5 December 2023

The dates were agreed.

Meeting closed at 21.05