

## FELTHORPE PARISH COUNCIL

**A meeting of Felthorpe Parish Council was held on 3 January 2023 at 8pm  
at the Pavilion**

### **Minutes of Meeting**

**Present:**

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

**Also Present:**

Cllr Tony Adams (County Council)  
3x members of public

Dave Thomas (District Councillor)

- 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 Diane McCormick.

District Councillor Lisa Starling had sent her apologies.

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

None.

- 3. To ratify the minutes of the meeting held on 1 November 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**

Re item 5, Norfolk County Council had advised Cllr Adams that they would not issue a formal agreement or contract for the additional highways works, as they had been discussed in detail.

It was noted that workmen were on site on Taverham Road, which hopefully meant the footpath resurface was imminent.

- 5. To receive reports from District and County Councillors**

TA reported that work to improve the pull in outside the church would progress shortly.

DT advised that he had walked around the parish to assess suitable dog bin sites. He was awaiting costs from Broadland Council which he would forward.

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

A member of public gave an update on his forthcoming planning application.

*TA left the meeting.*

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

7.1 Norwich Western Link Local Consultation – update received.

7.2 Broadland Country Park – PK agreed to attend a meeting with the consultants.

**Action Clerk / PK**

7.3 Revised parliamentary boundaries 2023 – It was noted that Felthorpe remained within the same parliamentary area.

7.4 Parish Council email addresses update – the Clerk had signed up as an interested Parish for Council email addresses being organised by NALC. More information was expected shortly.

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

None

**8. To consider planning applications**

8.1 20221901, Installation of EV Charge point within the open cart lodge (garage) - Old Rectory, Bilney Lane. No objection.

8.2 20221944, Internal and external remodelling of the existing dwelling and new side extension - Eureka,68 The Street. No objection.

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

20222084 – Proposed sun room to replace existing conservatory - Ringwood,58 The Street. No objection.

**Clerk to submit responses.**

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

20221862 - Felthorpe Pumping Station, Hall Lane. No objection.

**8.5 To note the Enforcement Update (if received).**

The enforcement report was received.

**9. To consider a review of the current grounds maintenance contracts**

The grounds contract was reviewed in light of the additional works authorised by Norfolk County Council. BB and JB agreed to contact the current contractor to ascertain costs for the additional works. If these did not fit within the budgeted amount then additional quotes would be sought.

**Action BB / JB**

**10. To consider financial matters**

**10.1 The following payments were approved:**

- Clerks Salary and Expenses (November and December) - £520.29 (SO of £166.40 paid on 1 December and 1 January), cheque for £187.49

- HMRC (Q3 tax) £158.80
- Mr Sibley (grounds maintenance) £810.44
- Unity trust fees £4.11
- Broadland Council (dog bin emptying) £237.12

BB and JB agreed to authorise the BACS payments the following day.

10.2 **To note income:** none

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

10.4 **To note implementation of the national salary increment and back pay (included in payments).**  
The Clerk's annual salary increment was noted.

10.5 **To receive a quote for cleaning village signs.**  
A quote was received and accepted from TD Exterior Cleaning. BB would advise that their quote had been successful.

**Action BB**

10.6 **To receive a quote for repointing of the bus stop.**  
A quote was received but not accepted. The Clerk would obtain additional quotes.

**Action Clerk**

10.7 **To consider and agree the draft budget for 2023/24.**  
A draft budget was received, in which the Clerk had suggested a reduction in the precept for 23/24 due to a lack of large projects. Council agreed to add additional funds into the village maintenance cost centre from what had been proposed. As such it was proposed and agreed that the precept be kept at the same level as the previous year due to uncertainty around rising costs.

10.8 **To confirm the precept for 2023/24.**  
The precept was confirmed as £12483, £45.73 per Band D household.  
**Clerk to submit precept request form**

10.9 **To agree additional signatories for the bank account –**  
It was agreed that PK, AC and WS should be added to the bank account as signatories.

**Clerk to progress**

11. **To receive updates on Councillor portfolios / Village Matters (items for information only)**  
AC reported that the drains on Mill Lane were blocked again. DT advised that he had reported the matter to NCC several times but they did not consider it a priority.

Sonya Blythe  
Clerk to the Council  
Felthorpe Parish Council  
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The matter of the overgrown hedge on the Taverham Road bend was raised. The Clerk was asked to contact TA to establish the outcome of a meeting he had held there with the local MP. After this AC would speak with the resident regarding whether she would allow FPC to cut the hedge back.

**Action Clerk / AC**

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

None raised.

**13. To confirm the date of the next meeting as 7 February 2023**

Agreed

Meeting closed at 21.15