

## FELTHORPE PARISH COUNCIL

**The Annual Parish Council meeting of Felthorpe Parish Council was held on  
16 May 2023 at 8.00pm at the Pavilion**

### **Minutes of Meeting**

**Present:**

Wendy Sanders  
Martin Dickinson

Diane MacCormick  
Andrew Cooper  
Paula Duncan

**Also Present:**

Sonya Blythe (Parish Clerk)  
6x members of public

Tony Adams (County Councillor)  
Lisa Starling (District Councillor)  
Nich Starling (District Councillor)

*Prior to the start of the meeting Councillors signed their acceptance of office forms.*

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

AC was nominated, seconded and elected as Chairman. The declaration of interest was signed.

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

The Chairman welcomed attendees to the meeting. No apologies had been received.

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

None raised.

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

WS was proposed and elected as vice-Chair.

**5. To ratify the minutes of the meeting held on 4 April 2023**

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 receive reports from District and County Councillors

TA noted his thanks to Ben Bates and John Bebbington who had now stood down from the Council for their hard work.

Further to the last meeting, he confirmed he had spoken to Norfolk County Council regarding moving the sign on Bilney Lane, which would be considered.

A meeting had been held with David Alfrey at Norfolk County Council regarding the Western Link of the NNDR. He confirmed he had not ruled out closing The Street to HGVs as a mitigation option.

AC reported that on Brands Lane and Bilney Lane vehicles tended to drive at 40-50mph, even in poor conditions. TA would ask NCC to explore the possibility of making the roads 30mph.

It was noted that roads in the parish had been resurfaced, but the quality was poor and potholes had not been filled in. TA would ask NCC to inspect the work.

WS noted that there were now mounds of earth at the Mystical Woods carpark. TA was unaware of this but would take a look.

LS and LS were present following the 4 May elections. LS noted that the £500 member grant was now available for the following year.

*TA left the meeting.*

## 8. To allow the public to raise matters

A resident reported that a HGV had used Brands Lane, which was closed to HGVs, the previous day and had blocked it. PC **agreed** to contact Speedwatch and ask if they would monitor the road. LS offered to forward details of HGVs using the route to the police if registration details of the vehicles could be provided.

## 9. To resolve to re-confirm the Power of General Competence

Council confirmed that 2/3 of councillors elected and that the Clerk held the CiLCA qualification, and so it was **agreed** to adopt the GPOC.

## 10. To consider and confirm the following policies:-

- 10.1 Code of Conduct
- 10.2 Standing Orders
- 10.3 Financial Regulations
- 10.4 Internal Controls
- 10.5 Review of Effectiveness of Internal Audit

The policies were **approved**. The Clerk would update the website.

**Action Clerk**

**11. To co-opt new Members**

Andrea Elsdon and Kevin Winkworth had provided information about themselves which was received by Council. It was agreed to co-op both members. The acceptance of office forms were signed and the Members joined the meeting.

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

Traffic and Highways – WS and MD  
Finance and Communications - KW  
Amenities and Assets - DM  
Recreation Ground - PC  
Planning - AC  
Data Protection – AE

**Clerk to update website**

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

- 13.1 To note Ben Bates will attend the next meeting of the Norwich Western Link consultation and to agree who will attend in future.

WS and / or MD would attend in the future.

- 13.2 **To consider time sensitive correspondence received since publication of agenda**

An email had been received from NALC regarding gov.uk email addresses. This had been previously agreed, but there would now be a charge of £112 per domain name every two years. It was **agreed** to continue with this.

**14. To consider planning applications**

- 14.1 2023/0881, Breezy Acre, 38 Bilney Lane – single storey side extension. No objections.

- 14.2 **To consider time sensitive applications received since publication of agenda**

None

- 14.3 **To ratify planning responses sent since the last meeting**

None.

- 14.4 **To note the Enforcement Update**

The enforcement report had not been received.

**15. To consider the future management of the SAM2 cameras**

The previous Chairman had been responsible for the SAM2 camera management. It was suggested that a resident be asked to do this. AC would obtain a cost for the next agenda.

**Action AC**

**16. To consider financial matters**

16.1 The following payments were approved:

- Clerks Salary and Expenses (April) - £215.10 (SO of £166.40 paid on 1 May), cheque for £48.70
- Mr Sibley (grounds maintenance) £439
- Clare Morton (internal audit) £25
- A11 Maintenance (village sign installation) £1506 (approved but payment would not be made until job complete)
- Norfolk PTS (Councillor training) £55

16.2 To note payments made between meetings

- Glasdon (benches, previously approved) £3959.40
- Paul Fuller (bench and dog bin installation, previously approved) £850.00

16.3 To note Income:

- Precept £6241.50
- CIL £782.58

16.4 To receive the accounts and bank reconciliation to date for 2023/24.  
Received and noted.

16.5 To receive the Internal Audit report.  
This was received. It was noted that no issues had been raised.

16.6 To consider and agree the annual governance statement 2022/23.  
The Annual Governance statement was considered. Councillors **agreed** that they met the criteria and this was approved.

16.7 To consider and agree the annual accounting statement 2022/23.  
The Annual Accounting Statement was **approved** and signed.

16.8 To agree the exemption from external audit certificate.  
Councillors **agreed** that the exemption criteria had been met and signed the certificate.

16.9 To note the date of elector rights to view the accounts.  
Elector Rights were conformed as Monday 5 June to Friday 14 July 2023.

**16.10 To agree which signatories will authorise payments on 17 May 2023**

PC and WS **agreed** to make the payments.

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

KW would be added as an administrator on Felthorpe People on Facebook.

MD reported that a sign had been erected in Felthorpe Woods by Broadland Council, stating that the Parish Council was responsible for recent felling works within the woods. In fact the woods belonged to the Fuel Allotment Charity. The Clerk would contact the Charity and BDC. **Action Clerk**

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

Additional dog bin – DM to provide location in meantime.  
New bank signatories  
Management of SAM2 cameras  
Creation of a parish newsletter  
Update on Pavilion from Recreation Ground Committee

**19. Date of next meeting** confirmed as Tuesday 6 May 2023

Meeting closed at 21.20