

## FELTHORPE PARISH COUNCIL

**A meeting of Felthorpe Parish Council was held on 4 July 2023 at 8.00pm at the Pavilion**

### Minutes of Meeting

**Present:**

Wendy Sanders  
Martin Dickinson  
Andrea Elsdon

Diane MacCormick  
Andrew Cooper  
Paula Carter

**Also Present:**

Sonya Blythe (Parish Clerk)  
5x members of public

Tony Adams (County Councillor)  
Nich Starling (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 Kevin Winkworth.

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

None raised.

**3. To ratify the minutes of the meeting held on 6 June 2023**

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**

Dog bin – approval for the street furniture licence was awaited from Norfolk County Council.

Village sign – the refurbishment had now been completed.

Closing Barclay Bank account – this was in hand.

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

TA reported the following:

- Regarding the requested 40mph speed limit on Bilney Lane / Brands Lane. Norfolk County Council (NCC) had responded to state that these were rural roads

with an appropriate speed limit, but drivers should drive according to the conditions. There was no accident record on the route, with one personal injury recorded in five years and NCC felt that therefore the cost to review and alter the speed limit would outweigh the danger. No current funding was available for speed limit reviews but the request would be reconsidered if funding became available.

Parish Rangers – a response had also been received regarding the Parish Rangers not carrying out requested tasks within the parish. NCC had advised that road sweeping requests should be passed to Broadland District Council (BDC). Other works had been programmed in.

NS advised that income at BDC would be higher than expected due to increased bank interest rates. The surplus would be used for grants available for local groups.

NS also noted that new measures would be brought in to measure services to and complaints from residents in social housing. Currently there was no system to do this.

## **6. To allow the public to raise matters**

A resident raised a planning issue regarding a fence on The Street. They were advised to raise the matter with the district councillor. NS said that he would investigate with Planning at BDC.

*3 Members of public left the meeting*

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

### **7.1 Parish Partnership Scheme**

Discussion was held on potential schemes. It was **agreed** to add the item to the next agenda when the outcome of the Western Link would be known, as this could affect what was needed.

TA was asked to check when the Taverham Road footpath would be resurfaced, which had been agreed with NCC previously.

**Clerk to add to next agenda**

*TA left the meeting*

### **7.2 To consider time sensitive correspondence received since publication of agenda**

Western Link update – the judicial decision was awaited.

## **8. To consider planning applications**

- 8.1 2023/1596 Old Dairy Haveringland Road Felthorpe - Variation of conditions 2 and 3 of 20222090 - minor design changes.

No objection.

- 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 enforcement report was noted.

9. **To receive the updated Asset List and receive Councillor MacCormick's inspection report**

The asset list was received and **approved**.

DM reported that she had inspected the assets and all were in good condition. The telephone box would benefit from being re-painted at some point but this was not a safety issue.

DM noted that "beware deers" signage should be installed on Haveringland Road. The Clerk would ask NCC if this would be possible.

**Action Clerk**

10. **To review the Risk Register**

The updated risk register was considered and **approved**.

11. **To discuss the potential creation of a parish newsletter**

The Clerk had made enquiries regarding newsletter delivery and had been unable to find a company who would deliver to Felthorpe due to the rural nature. The Clerk had also confirmed that the Council would need to register for VAT if they started to sell adverts. It was **agreed** to approach the church newsletter and ask if the PC could add in an additional page quarterly and pay for the difference in print costs.

**Clerk to contact Church**

12. **To receive an update on the Pavilion from the Recreation Ground Committee**

The Recreation Ground Committee representatives advised that several committee members would be standing down in 2024, and there were already unfilled vacancies on the Committee. They reported that they would be

distributing a flyer around the parish to try and encourage new membership.  
Council suggested holding a meeting once the flyer had been sent out to establish if further action was required.

**13. To consider financial matters**

13.1 To consider and agree the forthcoming insurance policy

Three quotes were considered. It was **resolved** to appoint BHIB on a three years contact for £451.71 per annum.

13.2 The following payments were **approved**:

- Clerks Salary and Expenses (June) - £263.29 (SO of £166.40 paid on 1 March), BACS for £96.89
- Mr Sibley (grounds maintenance) £944
- HMRC Q1 £136.80
- BHIB (Insurance) £451.71
- St Margarets PCC grant £1100 (approved June)
- Felthorpe Cricket Club grant £600 (approved June)

13.3 To note income:  
£17.46 bank interest.

13.4 To receive the accounts, budget monitoring and bank reconciliation to date for 2023/24.  
Received and noted. No questions were raised.

13.5 To agree which signatories will authorise payments on 5 July 2023  
PC and AC **agreed** to make the payments.

13.6 To confirm the new dog bin can be paid from CIL money.  
This was **agreed**

13.7 To sign the Unity Trust forms to add new signatories.  
The form was signed. The Clerk would ask KW to sign outside of the meeting and submit the form.

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

It was noted that a local wood had been put up for sale.

**15. To receive items for the next agenda**  
None raised.

**16. Date of next meeting** confirmed as Tuesday 5 September 2023  
Meeting closed at 21.25