

## FELTHORPE PARISH COUNCIL

**A meeting of Felthorpe Parish Council was held on 9 November 2023 at  
8.00pm at the Pavilion**

### **Minutes of Meeting**

**Present:**

Andrea Elsdon (in the Chair)  
Martin Dickinson

Diane MacCormick

**Also Present:**

Sonya Blythe (Parish Clerk)

Tony Adams (County 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 Andrew Cooper, Wendy Sanders and Paula Carter.

Kevin Winkworth was not present.

Lisa Starling and Nich Starling (District Councillors) would not be attending.

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

None raised.

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

Item 6- the wreath had been ordered and received

Item 9 – The PCC had been advised that the Parish Council would be contributing to the newsletter four times a year.

Item 11.2 – Westcotec had advised that they did not know when cameras with ANRP capacity would become available to purchase; this was in the hands of Norfolk County Council (NCC) and Norfolk Police.

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

TA reported that a speed monitoring report from Beat Manager Colin Bailey had demonstrated that the only speeding issue in the parish was in the early hours, when roads were quiet. Otherwise there was occasional speeding but no regular issue. A 20mph speed limit through the parish was likely once the Western Link was built, but there was no evidence that further regulation would be required.

Resurfacing of the Taverham Road footpath and junction had started. This should be completed by 24 November.

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

None present

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

7.1 Update on Greater Norwich Local Plan – this was noted and would be added to the website.

7.2 Norwich Western Link Update – NCC confirmed that funding had been agreed from the government.

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

None

**8. To consider planning applications**

8.1 2023/3143 - Tree Tops Hall Lane, Raising roof and conversion of attic space to form rooms in roof (respond by 9 November) – no objection

8.2 2023/2908 - Beck Farm Beck Farm Lane, Hazardous Substances Consent - Liquified Propane for use in turkey rearing (Extension to 8 November) – object due to potential additional HGV movements through the parish.

**Clerk to submit response**

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

None

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

None.

**8.5 To note the Enforcement Update**

The enforcement report was received.

## **9. Highways Matters**

- 9.1 To receive an update from the Western Link meeting – MD reported that he had attended the recent liaison meeting with NCC. Representations had been made to move the village gateway locations and install a roundabout or additional pinch point at the Shortthorn Road crossroads to prevent HGV access. NCC had agreed to consider this and would feedback.
- 9.2 To consider purchasing items for the Brake Road Safety Campaign – it was agreed that the items were not what was required, and wheelie bin stickers would be more suitable.
- 9.3 To receive a quote for wheelie bin speeding stickers – an updated quote had not been received. The Clerk would chase for this again.

**Action Clerk**

## **10. To receive quotes for Council email addresses and Microsoft Business**

Three quotes were received detailing costs for Councillor and Clerk email addresses, a domain name, Microsoft Business and ongoing costs. It was agreed to appoint Adept IT to take this forward at the quoted costs. In addition it was agreed to purchase a specific Parish Council laptop, instead of paying the clerk a monthly fee. A fee of £600 for laptop purchase and set up was agreed. Council approved that this be taken forward immediately using budget funds that had been allocated for the Parish Partnership Fund as no application would be made, to meet 2023-24 Joint Panel on Accountability and Governance requirements.

**Action Clerk**

## **11. To consider financial matters**

- 11.1 To agree to the following payments:
- Clerks Salary and Expenses (October) - £210.60 (SO of £166.40 paid on 1 November), BACS for £69.08
  - Mr Sibley (grounds maintenance) £316
  - ICO (Data Protection renewal) £35 direct debit
- 11.2 To note income:  
None
- 11.3 To receive the accounts and bank reconciliation to date  
  
Received and noted.
- 11.4 To agree which signatories will authorise payments on 8 November 2023  
  
DM and AC to make payments.
- 11.5 To appoint an internal auditor for the 23/24 accounts – It was agreed that Clare Morton be appointed for the 23/24 accounts.

- 11.6 To consider a grant request from Felthorpe Recreation Ground Committee  
A grant request had been received for £1000 to pay towards the Pavilion insurance costs. There was £1000 remaining in the grant budget line and so this was approved.
12. **To receive updates on Councillor portfolios / Village Matters (items for information only)**
13. **To receive items for the next agenda**  
-Budget setting
14. **Date of next meeting** confirmed as Tuesday 5 December 2023

Meeting closed at 21.00