

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
HELD IN THE PAVILION ON TUESDAY 26 MAY 2015

Present:

Bob Clarke (Chair)
Paula Carter
Ann Walpole

Graham Buckley
Robert Barber
Ben Bates

Also in attendance:

Sonya Blythe (clerk)

1 Election of Chairman, to sign declaration of acceptance of office

Bob Clarke was nominated, seconded and duly elected Chairman.

2 Chairman's welcome and apologies for absence

Apologies had been received from John Bebbington, co-option candidate.

3 To Co-Opt New Councillors

Cllrs Clarke, Buckley and Carter AGREED to co-opt Robert Barber, Ben Bates, John Bebbington and Ann Walpole onto the council.

Introductions were made and acceptance of office forms completed.

4 To Elect a Vice-Chairman

Graham Buckley was nominated, seconded and duly elected as vice-chairman.

5 Declarations of Interest

Cllr Clarke declared an interest in item 11, as a relative of the owner of First Aid at Work.

6 To Ratify the Minutes of the Meeting held on 7 April 2015

The minutes were signed as being a true record of the meeting.

7 Matters arising from the Minutes of the Meetings on 7 April 2015

No matters arising.

8 Police Report

The annual recorded crime figures were received, as follows:

1x Burglary Dwelling, 9x Criminal Damage, 3x Drugs Offences, 1x Theft from Motor Vehicle, 1x Theft of Motor Vehicle, 6x Theft Other, 18x Violence Against Person.

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9 Reports from County & District Councillor.

Cllr Tamsin Lodge, new district councilor for Felthorpe was in attendance.

A discussion was held around whether a neighbourhood plan would be appropriate for Felthorpe. Cllr Clarke reported that he had recently attended a neighbourhood planning workshop held by Broadland Council, and afterwards the parish council had agreed not to create one as it would cost a substantial part of the annual budget and would not benefit the parish.

10 Break for the Public to Speak

The clerk was asked to report to highways the overgrown verges on the junction of Taverham Road / Reepham Road and the overgrown trees which were affecting visibility on the Holt Road exit from the parish.

11 Correspondence

11.1 First Aid Courses

The following quotes had been received for first aid training courses:-

Norvic –

The accredited Level 2 Emergency First Aid at Work –one day course - £465 + vat for a group maximum of 12

St Johns -

Essential First Aid – all ages, 3 hours, £360 for up to 14 people.

First Aid at Work -

3-4 hour workshop to receive training in how to deal with injuries/illness that may happen in the home – up to 20 people, £10 each.

Interest had been received from 12 people. Councillors AGREED to hire First Aid at Work who charge £10 per person, and pay 50% of the costs. Only parishioners of Felthorpe would be able to book due to the discount. Payment would be by cheque to the clerk or chairman. The clerk would contact the owner to arrange a date and advertise it.

11.2 Grounds Maintenance.

A letter had been received from Geoff Sibley regarding the grounds contract for 2015-16.

Councillors AGREED to hire Mr Sibley again at the current rates. In addition Mr Sibley would be requested to make three cuts per season to clear the footpaths (in approximately May, July and September) and to sweep the well area every one to

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two months to ensure it is kept in a safe condition.

11.3 NALC – Training dates for New Councillor, Chairman and Understanding Your Councils Finances.

Councillors AGREED the training dates they would attend, which the clerk would book.

11.4 Recreation Ground Committee – Annual Accounts

Cllr Clarke advised that he had attended the pavilion AGM. Final accounts showed that £34000 had been paid out for the playground and an additional grant was awaited in order to pay the final bill. A playground contingency fund would be paid into each year in case of damage. The equipment was guaranteed for 15 years. The equipment was available at all times, other than when playgroup children were on it.

Cllrs thanked the committee for repairing the outdoor gym equipment.

It was noted that parish council meetings often could not start on time due to the booking beforehand going over time and the committee representatives were asked whether this could be looked at.

Cllrs stated that both the committee and the parish council were here for the good of the community and hoped to support each other in the future.

11.5 **Forthcoming Appeal Hearing - AD Plant at Spring Farm, Fir Covert Road.**

Broadland Council had contacted the clerk to ask for parishioners who would be willing to speak during the above appeal hearing. The clerk would forward dates on once known.

11.6 **To Agree the Annual Appointments to Committees**

Recreation Ground Committee – in line with recent years, a single point of contact was not agreed. Instead councillors would attend where possible. They would not have voting rights but were present to put forward the council views. Meetings were generally held on the 2nd Thursday of the month.

Cllr Clarke was nominated and elected as representative of the Fuel Allotments trust.

12 **To Confirm the Standing Orders, Code of Conduct and Financial Regulations of the Parish Council.**

Updated standing orders, code of conduct and financial regulations for the Parish Council were considered in detail and agreed as appropriate (all attached to the minutes as appendix A). The clerk would add them onto the website.

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- 13 **To Consider Appointing Specific Councillors to hold Portfolios in areas such as Planning, Council-Owned Equipment, Traffic, Finance, Village Hall Liaison and Risk (including to Agree to Undertake a Safety Audit of Council-Owned Property).**

A discussion was held around the need to appoint individual councilors to manage specific portfolios to ensure that all areas in the parish council's remit were managed appropriately. It was AGREED that this should be taken forward as it would ensure firm internal controls were in place. To be added to the next agenda, to give councilors time to consider which portfolios would be preferred.

14 **Planning**

None received.

15 **Finance**

- The clerks annual salary increase was agreed to the next scale point (£9.90 an hour to £10.26) and the standing order form signed.
- It was noted that Councillor Clarke has been made a signatory to the bank accounts
- The annual audit was considered and signed.
- The following payments were agreed:
 - Clerks salary and expenses (April)- £199.06 (cheque for £64.75 expenses)
 - Clerks salary and expenses (May)- £171.40 (cheque for £37.09 expenses)
 - HMRC – Clerks tax £105.40
 - Grass cutting / bus shelter repair - Mr Sibley £220
 - Felthorpe Pavilion – Room Hire - £70.00
 - Clare Morton – Internal Audit Fee £25
 - NALC - £210 training (3x half day introductory training @ £45 and 1x chairman training @ £75).
- Receipt of 2014-15 grass cutting money from NCC £2234.40 was noted (received 2nd April, after year end)
- Receipt of annual precept of £4331.00 was noted.

16 **Village Matters**

- 16.1 It was AGREED to add the possible road widening of the bend to the next agenda as the costs were due.

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- 16.2 A conversation was held around how to raise public awareness of the role of the PC. It was agreed to add an article in the next newsletter reminding residents when the meetings take place and encouraging that they attend.

Date of next meeting – Tuesday 7 July 2015.

MEETING CLOSED AT 10.26