

MINUTES OF THE MEETING OF FELTHORPE PARISH COUNCIL
HELD IN THE PAVILION ON TUESDAY 7 JULY 2015

Present:

Bob Clarke (Chair)
Paula Carter
Andrea Elsdon

Graham Buckley
Robert Barber
Ben Bates
John Bebbington

Also in attendance:

Sonya Blythe (clerk)

Tony Adams (County Councillor)
Tamsin Lodge (District Councillor)

1 Chairman's Welcome and apologies for absence

No apologies received.

It was noted that Ann Walpole had stood down as councilor. Andrea Elsdon was welcomed as new councilor, following co-option.

2 To Receive Members' Declarations of Interests

None declared.

3 To Ratify the Minutes of the Meeting held on 26 May 2015

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

4 Matters arising from the Minutes of the Meetings on 26 May 2015

Item 13 – the following portfolios for councilors were **agreed**:

Planning – Cllr Clarke
Equipment / Risk- Cllrs Clarke and Bebbington
Traffic – Councillors Barber and Bates
Finance – Cllr Buckley
Village hall liaison – Councillors Elsdon and Carter
Grounds maintenance – Cllr Bebbington

5 Police Report

The May recorded crime figures were received, as follows:

1x other criminal damage to a dwelling, 1x arson, 1x assault, 1x interference with motor vehicle.

The PCSO would be asked to attend the next meeting to discuss the matter of speeding through the parish.

6 Reports from County & District Councillor.

Tony Adams reported that the NNDR had been given the go-ahead. He **agreed** to

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contact NCC to request a traffic count through the parish before works commenced.

It was reported that works to flatten potholes to make a usable footpath on Holt Road did not appear to have been carried out. Cllr Adams **agreed** to contact Highways to chase.

Cllr Lodge (District Councillor) advised that she would like to attend the Felthorpe Fete to meet residents. Councillors **agreed** to attend this year wearing "parish council" name badges and hand out comment cards for parishioners to complete. The clerk would purchase comment cards, pens and name badges and EA would supply a small post box.

It was reported that the round table discussion with the parish council, district council and planning inspectorate to discuss the Spring Farm appeal had been cancelled, and the appeal would instead be handled by correspondence. Cllr Lodge **agreed** to act on behalf of the parish council and speak with the planning inspectorate in regard to Spring Farm ignoring their current conditions.

7 **Break for the Public to Speak**

Following comments from the public, councilors agreed:

- 1) To write to Boundary House to note that visitors to the home adjoining the Pavilion on The Street be requested to not park on the blind bend outside the care home for safety reasons, and
- 2) To add donation requests from Felthorpe Cricket club onto the next agenda.

8 **Correspondence**

- 8.1 Annual grant requests were considered, with the following being **agreed**:-
St Margaret's Churchyard – £420
Norfolk Accident Rescue Service –£50
Norfolk Age UK –£250
Norfolk Citizens Advice Bureau - £50
- 8.2 Recreation Ground Committee – request for annual sum towards upkeep of new playground. Deferred to the August meeting as representatives from the committee were not in attendance.
- 8.3 Broadland Council - Dog Fouling Update. Officers from Broadland had attended and placed dog-fouling signs on site.
- 8.4 The First Aid Date was Confirmed as 29 August 2015 1pm for £5. So far 8 bookings had been received.
- 8.5 NCC Parish Partnership Funding / Taverham Road widening costs. Following a site meeting, NCC had written to confirm that the cost of widening the Taverham Road bend would be approximately £11,000. NCC had written separately to advise that

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the parish partnership scheme would be continuing in 2015, with a closing date of 15 December. This fund could be applied to, for 50% of the costs. It was **agreed** that councillors with the Highways portfolio would bring back options in August for a discussion, with a decision and costings to be made in September.

8.6 NCC – Bus Shelter Maintenance . NCC had circulated a survey regarding bus shelter maintenance costs which the clerk would respond to.

8.7 Ms C Ward re Spring Farm. Correspondence noted.

9 **To Consider Amending the Standing Orders to Limit the Role of Chairman to Two Years Per Person**

Following discussion it was **agreed** to amend standing orders to limit meetings to two hours in length, and limit the tenure of chairmen in future to four years maximum (can then be nominated as chair again after an additional four years have passed, although ideally a new candidate would always be found). The clerk to update the standing orders and upload to the website.

It was also agreed that it is best practice for councilors to only speak once per item.

10 **To Carry out the Annual Review of Internal Controls**

The appended internal financial and risk controls for the parish council were considered and **agreed**. The clerk to upload to the website.

11 **Planning**

11.1 20150826 - Marsham Lodge, 22 Holt Road, Felthorpe. Following discussion councilors **agreed** to support the application.

11.2 20150887 - Felthorpe Hall Barn, The Street. Following discussion councilors **agreed** to support the application, with the condition that the road exit from the property should be the main hall entrance and not the suggested route which was a narrow track.

12 **Finance**

The following payments were agreed:

- Clerks salary and expenses (June)- £176.59 (cheque for £34.53 expenses)
- Grass cutting - Mr Sibley £194
- NALC - New Councillor Training (training for Andrea Elsdon on 25 June @£45 plus £5 from underpayment for training at May meeting) £50

13 **Village Matters**

13.1 RB suggested that a traffic survey be organised for Felthorpe in October. He had been supplied with information from the county council as to what they required in

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such surveys. It was **agreed** to be discuss further at the next meeting where RB would report further on what was required. RB to discuss village demographics with Broadland in the meantime.

- 13.2 A discussion was held around changing the PC website. BB to enquire after costs.
- 13.3 It was noted that trees were overgrowing the dog bin on the corner of The Street / Taverham Road. BC **agreed** to contact the owner.
- 13.4 BC reported that a decision on whether the two new homes on Mr Abels land will be social housing is expected within 28 days.

Date of next meeting – Tuesday 4 August 2015.

MEETING CLOSED AT 10.26