Sonya Blythe
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Felthorpe Parish Council
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# FELTHORPE PARISH COUNCIL

## A meeting of Felthorpe Parish Council was held on 7 May 2024 at 8.10pm at the Pavilion

## Minutes of Meeting

**Present:**

| | |
|---|---|
| Andrew Cooper (in the Chair) | Andrea Elsdon (AE) |
| Paula Carter (PC) | Wendy Saunders (WS) |
| Martin Dickinson (MD) | |

**Also Present:**

| | |
|---|---|
| Tony Adams (County Councillor) | 3 members of public |

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

Andrew Cooper was proposed, seconded and **elected** as Chairman for the ensuing year. The acceptance of office form was signed.

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

The Chairman welcomed attendees to the meeting. No apologies were received.

Lisa Starling (District Councillor) would not be attending.

The Chairman reported that Kevin Winkworth and Diane MacCormick had both resigned from the Council. The Clerk would start the casual vacancy process.

**Action Clerk**

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

None raised.

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

Wendy Saunders was **elected** as vice-Chair of the meeting.

**5. To ratify the minutes of the meeting held on 2 April 2024**

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 raised.

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

TA reported that the Western Link Road had not moved forward. He had suggested that Natural England be invited for a meeting to try and alleviate their objections.

In response to a question, TA advised that the police could carry out speed checks in a parish if requested. TA agreed to speak to local Beat Officers to establish whether Felthorpe could be placed on the waiting list.

**8. To consider and confirm the following policies:-**

8.1 Code of Conduct -**agreed**.
8.2 Standing Orders – **agreed**.
8.3 Financial Regulations (deferred – updated version due from NALC)
8.4 Internal Controls – **agreed**.
8.5 Review of Effectiveness of Internal Audit – **agreed**.

**Clerk to upload updated policies to website**

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

**Resolved** as follows:
Traffic and Highways – MD and WS
Finance and Communications - AE
Amenities and Assets - PC
Recreation Ground - PC
Planning - AC
Data Protection - AC

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

10.1 To note response from the Bishop of Norwich – noted.

10.2 Western link mitigation – email from TA received. Mitigation would not happen without the Western Link build.

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

None.

**11. To consider planning applications**

11.1 2024/0954, Tree Tops Hall Lane Felthorpe - Raise roof in order to create additional accommodation with installation of dormer windows. No objection.

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

None.

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

None.

11.4 **To note the Enforcement Update**

No enforcement cases currently in the parish.

**12. To receive an update on the community litter pick**

12-14 bags had been collected by volunteers in very heavy rain. These had been reported to Broadland Council for collection, and the form completed for the litter pick competition.

**13. To consider financial matters**

13.1 The following payments were **agreed**:

- Clerks Salary and Expenses (April) - £240.00 (SO of £166.40 paid on 1 May), cheque for £73.60
- Mr Sibley (grounds maintenance) £706.50
- Clare Morton (internal audit) £50
- DM Payroll (annual payroll cost) £120

13.2 To note income:
Precept - £5500

13.3 To receive the spend against budget report and bank reconciliation to date
Received. Accounts on 30 April totalled £28,282.86.

13.4 To agree which signatories will authorise payments on 8 May 2024
AC and PC **agreed**.

13.5 To receive final bank reconciliation for 23/24.
The year-end reconciliation and cashbook were received.

13.6 To receive the Internal Audit report.
The signed report was received.

13.7 To consider and agree the annual governance statement 2023/24.
The statements were considered and Councillors **resolved** that the criteria had been met. The Chairman and Clerk signed the form.

13.8 To consider and agree the annual accounting statement 2023/24.
It was **resolved** that the accounting statement accurately reflected the figures at item 13.5. The Chairman and Clerk signed the form.

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13.9 To agree the exemption from external audit certificate.
It was **agreed** that the exemption criteria had been met. The Chairman and Clerk signed the form

13.10 To note the date of elector rights to view the accounts –
The dates for electors to inspect the accounts were confirmed as 3 June – 12 July 2024.

**Clerk to submit documentation to external auditor**

**14. To receive an update on Highways matters and agree matters where required**

None

**15. To arrange distribution of the speed reminder stickers**

Wheelie bin "think 20" stickers were distributed to Members for delivering around the parish. The Clerk would add an article to the website regarding this.

**Action: all**

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

Bunds blocking visibility at the junction of Brands Lane and Reepham Road were raised. The Clerk would report to Norfolk County Council.

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

None.

**18. To agree items for the next newsletter**

- Litter pick
- Wheelie bin stickers
- Hedge trimming

**19. To confirm the date of the next meeting as Tuesday 4 June 2024**

Agreed.

Meeting closed at 20.55