

FELTHORPE PARISH COUNCIL – A SUMMONS

To all Members of the Council

**The Annual Parish Council meeting of Felthorpe Parish Council will be held at
Felthorpe Pavilion on Tuesday 6 May 2025
on the rise of the Annual Parish Meeting (approximately 8.15pm)**

AGENDA

- 1. To elect a Chairman for the forthcoming year**
-Chairman to sign acceptance of office form
- 2. Chairman's Welcome and to receive and consider apologies for absence**
- 3. To receive members' declarations of interests and consider requests for dispensations**
- 4. To elect the vice-Chairman for the forthcoming year**
- 5. To ratify the minutes of the meeting held on 4 February 2025**
- 6. To receive information on matters arising from the minutes not covered elsewhere on the agenda**
- 7. To receive reports from District and County Councillors**
- 8. To consider and confirm the following policies:-**
 - 8.1 Code of Conduct
 - 8.2 Standing Orders (updates to S14 and 18)
 - 8.3 Financial Regulations (minor updates to s5)
 - 8.4 Internal Controls
 - 8.5 Review of Effectiveness of Internal Audit
- 9. To agree appointments to portfolio holder roles**
 - Traffic and Highways
 - Finance and Communications
 - Amenities and Assets (annual checks due July 25)
 - Recreation Ground
 - Planning
 - Data Protection
- 10. To note / agree actions for the following correspondence**
 - 10.1 Norfolk devolution
 - 10.2 Western link mitigation – speed limit consultation
 - 10.3 Public Spaces Protection Order (Dog Fouling) Renewal Consultation
 - 10.4 **To consider time sensitive correspondence received since publication of agenda**
- 11. To consider planning applications**

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- 11.1 2025/1011 & 2025/1010 - Felthorpe Hall 81 The Street, Erection of brick wall to walled garden
- 11.2 **To consider time sensitive applications received since publication of agenda**
- 11.3 **To ratify planning responses sent since the last meeting**
None
- 11.4 **To note the Enforcement Update**
12. **To receive an update on the community litter pick and community recruitment event**
13. **To consider financial matters**
- 13.1 To agree to the following payments:
- Clerks Salary and Expenses (April) - £435.60 (SO of £166.40 paid on 1 May), cheque for £269.20
 - Mr Sibley (grounds maintenance) £263
 - Clare Morton (internal audit) £75
 - DM Payroll (payroll annual cost) £120
 - Felthorpe PCC – newsletter printing £46.08
 - Outside Help DD (Microsoft 365) £40.08
 - Unity Trust (monthly bank fees) £6.00
- 13.2 To note payments made between meetings:
- Paid March
- Clerks Salary and Expenses (February) - £232.90 (SO of £166.40 paid on 1 March), cheque for £66.50
- Westcotec (SAM2 batteries) £210.80
- Outside Help DD (Microsoft 365) £40.08
- Unity Trust (monthly bank fees) £6.00
- Paid April
- Clerks Salary and Expenses (March) - £230.20 (SO of £166.40 paid on 1 April), cheque for £63.80
- Norfolk Association of Local Council (annual fees)- £215.26
- HMRC Q4 (payroll)- £157.40
- Outside Help DD (Microsoft 365) £40.08
- Unity Trust (monthly bank fees) £6.00
- 13.3 To note Income:
Precept £5500.00
- 13.4 To receive the 2425 year-end accounts / cashbook

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- 13.5 To receive bank reconciliation for 24/25
- 13.6 To receive the 2526 accounts and bank reconciliation to date
- 13.7 To agree which signatories will authorise payments on 7 May 2025
- 13.8 To receive the Internal Audit report 2024/25
- 13.9 To consider and agree the annual governance statement 2024/25
- 13.10 To consider and agree the annual accounting statement 2024/25
- 13.11 To agree the exemption from external audit certificate
- 13.12 To note the date of elector rights to view the accounts

- 14. To receive an update on Highways matters and agree matters where required**
-Taverham Road bend

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

- 16. To receive items for the next agenda**
Annual asset checks (to include consideration of painting the phone box)

- 17. To agree items for the next newsletter**

- 18. To confirm the date of the next meeting as Tuesday 1 July 2025**

Signed.....*S Blythe*.....

Sonya Blythe

Clerk to the Council – 29 April 2025