

FELTHORPE PARISH COUNCIL

**The Annual Parish Council meeting of Felthorpe Parish Council was held on
6 May 2025 at 8.15pm at the Pavilion**

Minutes of Meeting

Present:

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

Also Present:

Tony Adams (County Councillor)	3 members of public
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1. To elect a Chairman for the forthcoming year

Andrew Cooper was nominated and elected Chairman. The acceptance of office was duly signed.

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

The Chairman welcomed attendees to the meeting. All Councillors were present.

District Councillors has advised that they would not be present.

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

None raised.

4. To elect the vice-Chairman for the forthcoming year

WS was nominated and elected as vice-Chair for the year.

5. To ratify the minutes of the meeting held on 4 February 2025

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

All actions had been completed.

7. To receive reports from District and County Councillors

TA reported that County Council elections had been cancelled due to the Devolution process. More information was currently awaited on next steps.

The enforcement issue on Brands Lane has been raised with TA, who would raise with the District Councillor.

TA left the meeting

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

All policies were accepted.

Clerk to upload to website

9. To agree appointments to portfolio holder roles

Traffic and Highways – MD and WS
Finance and Communications and Data Protection - AE
Amenities and Assets (annual checks due July 25) – PC
Recreation Ground - AE
Planning – AE

PC to carry out the asset checks before the next meeting.

Action PC

10. To note / agree actions for the following correspondence

- 10.1 Norfolk devolution - noted
- 10.2 Western link mitigation – a speed limit consultation was received for roads through the parish, reducing the main throughfare to 20mph and surrounding roads to 40mph. Council **confirmed** they were happy with the preliminary plans at this stage.
- 10.3 Public Spaces Protection Order (Dog Fouling) Renewal Consultation – **supported**.
- 10.4 **To consider time sensitive correspondence received since publication of agenda**

None.

11. To consider planning applications

- 11.1 2025/1011 & 2025/1010 - Felthorpe Hall 81 The Street, Erection of brick wall to walled garden. No objection.

Clerk to submit

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

Noted.

12. To receive an update on the community litter pick and community recruitment event

The litter pick had been held on 27 April, which was well attended. 20 bags of waste had been collected, and had been taken away by Broadland Council.

The community recruitment event would be held on 7 May, to look for Parish Council and Recreation Ground Committee members. Following the outcome from this, discussion would be held at future meetings on the future of the pavilion.

13. To consider financial matters

13.1 The following payments were approved:

- Clerks Salary and Expenses (April) - £435.60 (SO of £166.40 paid on 1 May), cheque for £269.20
- Mr Sibley (grounds maintenance) £837
- 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 The following payments were noted as approved 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:
£5500 precept
- 13.4 To receive the 2425 year-end accounts / cashbook
Received and noted.
- 13.5 To receive bank reconciliation for 24/25
The year-end reconciliation was received.
- 13.6 To receive the 2526 accounts and bank reconciliation to date
Received and noted.
- 13.7 To agree which signatories will authorise payments on 7 May 2025
PC and AC agreed.
- 13.8 To receive the Internal Audit report 2024/25
The report was received. No issues had been raised.
- 13.9 To consider and agree the annual governance statement 2024/25
The statement was considered and approved.
- 13.10 To consider and agree the annual accounting statement 2024/25
The statement was approved as matching the year-end accounts.
- 13.11 To agree the exemption from external audit certificate
The certificate was approved.

All documents signed by Chairman and Clerk / RFO

- 13.12 To note the date of elector rights to view the accounts
Dates recorded as 3rd June – 14 July 2025.

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

Taverham Road bend – the Chairman reported a pedestrian / car near-miss on the Taverham Road bend. It was noted that the boundary of the nearby hedge seemed to be outside the build line of neighbouring properties. **Agreed** to write to Highways and Planning Enforcement as this was dangerous for all, and the wall had been built in front of its own boundary.

Action Clerk

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

Sonya Blythe
Clerk to the Council
Felthorpe Parish Council
PO Box 1392
Norwich
NR8 6YS

A Tommy silhouette had been installed by the Parish Council for the VE day commemoration. A blessing would be arranged by Reverend WS on Thursday 8 May, 7pm. A plant would be organised to stand behind the statue to emphasise the figure.

Action WS/ PC

The Clerk was asked to report the overgrown hedge near the carwash on The Street to Norfolk County Council.

Action Clerk

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

Fuel allotment charity update – Winter edition

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

Agreed

Meeting closed at 21:25