

FELTHORPE PARISH COUNCIL

**A meeting of Felthorpe Parish Council was held on 2 September 2025 at
8.00pm 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)	Lynda Horlick (from item 7)
Kerry Loades-Page (from item 7)	

Also Present:

7 members of public	
Tony Adams (County Councillor)	Lisa Starling (District Councillor)

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

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

The Chairman advised that Jayne Gibbons had stood down as Councillor.

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

None raised.

3. To ratify the minutes of the meeting held on 1 July 2025

The minutes were **approved** as an accurate record and signed by the Chairman.

4. To receive information on matters arising from the minutes not covered elsewhere on the agenda

None raised.

5. To receive reports from District and County Councillors

TA responded to the Clerk's / Norfolk County Council's email correspondence regarding the delegated grass cutting fee for verges. Norfolk County Council had almost halved the fee as they had recalculated the open spaces and had concluded they had been over-paying for many years. TA agreed to raise this with NCC as they had not notified Council in advance of the change and FPCs budget had been based on the usual figures.

LS had no matters to raise.

6. To allow the public to raise matters (15 minutes maximum, per standing order 1e)

Felthorpe Cricket Club advised they had won the league this year, which Council offered congratulations for. They also reported that their mower had blown up. They were advised to return to a future meeting with a formal grant request.

7. To co-opt a Parish Councillor

Linda Horlick and Kerry Loades-Page were interviewed for the two vacant Councillor roles.

Following a vote both parishioners were **coopted** as new parish councillors. The acceptance of office forms were signed.

Clerk to forward Council information

8. Policies:

8.1 To receive and agree a new IT Policy – **approved**.

8.2 To review and approve the Publication Scheme policy – **approved**.

Clerk to upload to website

9. To note / agree actions for the following correspondence

9.1 Local Government reorganisation – noted.

9.2 Norfolk Constabulary- Operation Radium – **agreed** to sign up.

9.3 Newsletter feedback – a parishioner had advised that maps in the recent newsletter were too small to read. It was agreed that that this was correct, and in future links would be included in the newsletter to the council website, where the newsletter was also published. A link would also be added to the Parish Council and Felthorpe Facebook pages in future.

9.4 Western Link update – WS attended the last meeting. Currently there were no options for crossing the Wensum Valley.

9.5 To consider time sensitive correspondence received since publication of agenda

None.

10. To consider planning applications

10.1 None

10.2 To consider time sensitive applications received since publication of agenda

None

10.3 To ratify planning responses sent since the last meeting

Stopping up Haveringland Road – supported.

10.4 To note the Enforcement Update

Not received.

11. To consider financial matters

11.1 The following payments were **approved**:

- Clerk salary and expenses £266.45
- Adept IT £36.94
- Geoff Sibley – grounds maintenance £445
- Outside Help - Microsoft licences £40.08
- Unity - monthly fees £6

The Clerk was also **approved** to order a wreath for November.

11.2 The following payments were noted as approved between meetings:

- Clerk - expenses & salary £678.70
- Felthorpe PCC – newsletter printing - £46.08
- Clear Council insurance £513.56
- Outside Help - Microsoft licences £40.08
- Unity - monthly fees £6

11.3 To note income: £0

11.4 To note the 2025/26 pay national pay increment had been agreed. Noted.

11.5 To receive the 2526 accounts and bank reconciliation to date Received and noted.

11.6 To agree which signatories will authorise payments on 3 September 2025 WS and AC **agreed**.

11.7 To receive grant requests:

Three grant requests had been received, which totalled more than £6k. The PCs annual budget for grants had been set at £3000. It was agreed that funds could be vired from the Parish Partnership and the Election budget lines to increase the budget. As such the following two grants were **approved**:

Felthorpe PCC (Grass cutting) - £1100
Recreation Ground Committee (Grass cutting) - £4000

Clerk to arrange payment.

- 11.8 To receive a quote to paint the phone box book exchange – a quote of £510 was received to refurbish the book exchange. This was considered and **approved**. Clerk to liaise with contractors over date. LH **agreed** to clear the box out prior to works.

Action Clerk / LH

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

None raised.

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

-Clerk to chase Norfolk County Council for hedge cutting outside the carwash

- 14. To receive items for the next agenda**

Portfolio updates

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

Feature on MD
PC Facebook page advert
Boxing day run
Carwash feature
Cricket club
Refurbished book exchange

- 16. To confirm the date of the next meeting as Tuesday 4 November 2025**

Agreed.

Meeting closed at 21:35