

FELTHORPE PARISH COUNCIL

**Meeting of Felthorpe Parish Council, at Felthorpe Pavilion
on Tuesday 4 November 2025 commencing at 8pm**

Minutes

Present:

Andrew Cooper (in the Chair) (AC)	Andrea Elsdon (AE)
Martin Dickinson (MD)	Lynda Horlick (LH)
Kerry Loades-Page (KL)	

Also Present:

5 members of public	
Tony Adams (County Councillor)	Nich Starling (District Councillor)

- 1. Chairman's Welcome and to receive and consider apologies for absence**
Apologies received and accepted from: Paula Carter, Wendy Saunders and Sonya Blythe (Parish Clerk).
- 2. To receive members' declarations of interests and consider requests for dispensations**
None
- 3. To ratify the minutes of the meeting held on 2 September 2025**
The minutes were agreed and signed as approved.
- 4. To receive information on matters arising from the minutes not covered elsewhere on the agenda**
None
- 5. To receive reports from District and County Councillors**

Nick Starling: Broadland District Council:

5.1 Nick Starling spoke about the local government review and whether Felthorpe (as a rural village) should transfer to North Norfolk County Council with similar villages and hamlets such as Haveringland. If Felthorpe was aligned with urban area the needs of rural villages could be subsumed by the needs of the majority and potentially lose out on services and infrastructure.

Broadland District Council has a pot of money which they are keen to spend locally before the local government reorganization. Nick asked for ideas for capital projects which would be a legacy for Broadland District Council.

Broadland District Council is selling Thorpe Lodge but it requires a change of use order which will take about 18 months to achieve so the funding released from that may not benefit people living in Broadland.

Broadland District Council is very proud of their achievement with Broadland country park and are looking to provide a new car park off the roundabout on the

northern distributor road. The Norfolk Wildlife Trust is poised to take over the park once BDC is disbanded.

Tony Adams Norfolk County Council

5.2 Tony Adams advised that NCC would be voting for the joint mayor for Norfolk and Suffolk. Voting in this way now guaranteed funding which would not be available the following year.

Cllr Adams suggested that the county council elections scheduled for 2026 would probably not go ahead because the new shadow unitary authorities would need to shadow for the next 2 years which made them unnecessary.

He had raised the issue of the poor condition of the trod on Holt Road with the Highways Department. KL advised that the drainage work had been completed at both ends but the trod had not been maintained. She provided TA with photographs of the poor state of the trod. TA agreed to raise this again with Highways.

KL suggested a 40mph limit on the Holt Road particularly because of the blind bend and the straight road which encouraged speeding. TA advised that this would be expensive and would take a long time. However it may be possible.

Felthorpe Speed Limit Reduction – One objection had been received. The residents who sent the response to NCC were present at the meeting and clarified that it wasn't an objection but a request to increase the area of the 20mph limit to cover the bend by the church on Brands Lane/ Bilney Lane. The Project Manager's email advised the council that, due to letter received, they would need to progress to a Delegated Powers Report and come to a decision on the next stage for the Traffic Regulations Order. If successful the proposals could be implemented in early 2026.

The Chairman asked TA to raise the issue of leaves blocking drains in both Mill Lane and Bilney Lane which was leading to flooding, with Highways, he agreed.

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

None raised.

7. Policies:

7.1 The General Data Protection Regulations Policy was received and approved.

8. To note / agree actions for the following correspondence

8.1 Western Link- Norfolk County Council funding support
Susie Lockwood, Senior Communications Officer, Infrastructure Projects emailed the Council to ask them to support a letter regarding the need for the Western Link to DfT Ministers. The council approved the wording suggested in her email and agreed to support the letter.

Action Clerk

- 8.2 Felthorpe Speed Limit Reduction – update:
see 5.2 above
- 8.3 Horsford Neighbourhood Development Plan
Noted
- 8.4 Remembrance Service invitation
The Chairman and KL will attend the service on behalf of FPC. The chair has taken delivery of the wreath which he will lay at the service.

Action AC/KL

- 8.5 Hedge obscuring SAM2 sign
Mr Sibley has completed the works and sent an invoice.

9. Planning Matters

KL raised concerns about a bungalow which had been demolished on the Holt Road. There has been no planning application and there is concern that the building may have contained asbestos.

- 9.1 **To consider planning applications.**
None.
- 9.2 **To consider time sensitive applications received since publication of agenda**
None
- 9.3 **To ratify planning responses sent since the last meeting**
None.
- 9.4 **To note the Enforcement Update**
None received

10. To discuss ongoing maintenance of the book exchange

LH reported that the telephone box had been painted and refurbished. The result was excellent, the light now worked and the door fixed so the bad weather could be kept out. She had gone through the piles of books, kept those in the best condition and most likely to be borrowed. The children's picture books had been removed as they were not of a suitable quality for young children. Many bags of books had been left in the phone box, many of which were in poor condition. A notice is to be placed in the next newsletter to advise people of the newly refurbished book exchange and the procedure for donating and borrowing books. It was agreed that books would be restricted to five shelves only and none should be left on the floor.

Action AE

Lynda requested £10 to purchase books from charity shops to line the shelves however the councillors suggested that we wait until prospective donations were received prior to purchasing more books.

11. To consider financial matters

- 11.1 Payment of the following expenses was agreed:
01/11/2025 S Blythe salary -£166.40

04/11/2025	S Blythe - expenses & salary	-£73.09
04/11/2025	Felthorpe PCC grant	-1100
04/11/2025	Recreation ground - grant	-4000
04/11/2025	Grounds maintenance	-809
06/11/2025	Outside Help - Microsoft licences	-40.08
29/11/2025	ICO - annual GDPR fee	-47
30/11/2025	Unity - monthly fees	-£6.00

11.2 The following payments made between meetings were confirmed:

01/10/2025	S Blythe salary	-£166.40
07/10/2025	S Blythe - expenses & salary	-£97.78
07/10/2025	Adept IT	-103.4
07/10/2025	Westcotec	-181.2
07/10/2025	Norfolk PTS - 2x Cllr training	-156
07/10/2025	HMRC - Q2	-167.2
07/10/2025	A11 - post box refurb	-612
06/10/2025	Outside Help - Microsoft licences	-40.08
30/10/2025	Unity - monthly fees	-£6.00

11.3 To note income:

The Chair advised the council that a cash prize of £220 had been received following the successful litter pick.

11.4 To appoint an auditor for the 2025/26 accounts

The council approved the fee proposed by Robin Goreham and appointed him to audit the 2025/26 accounts.

Clerk to advise

11.5 The council received and approved the accounts and bank reconciliation to date

11.6 The council agreed that the Chair and Andrea Elsdon would authorise payments on 5 November 2025

Action AE/AC

11.7 To consider initial suggestions for the 26/27 budget

Suggestions:

- Extension to Holt Road trod to cover area between Breck Farm and the Marsham Arms.
- Additional Village signs on the Holt Road to bring the area within the village and endeavour to deter speeding.
- 40mph speed limit from Marsham Arms to crossroads on Holt Road.

As these were all Highways matters they could all be considered under the 2026/7 Parish Partnership Scheme for a 50% grant.

- 12.** The Council discussed Felthorpe Cricket Club's grant request for a specialised mower for the Club. The club advised that there were no second hand mowers available and it needed to be a specialised mower to cope with the work required. A specialised mower would cost around £6,500 and was essential to enable the club to remain in the cricket league.

The Chair advised Glen that although the council were proud of the cricket club and their success in the league this year, they were not in a position to provide the required level of funding currently and suggested he returned to the January 2026 meeting when next year's budget would be discussed.

- 13. To receive an update on Highways matters not covered under correspondence and agree matters where required**

None

- 14. To consider reallocating Councillor portfolios**

-Lynda Horlick assumed responsibility for the Telephone Box and book exchange
-Kerry Loades-Page agreed to manage the Parish Council notice board.

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

-Budget setting

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

-Book exchange in phone box
-Focus on Felthorpe car wash
-Focus on councillors: Martin Dickinson

- 17. The following 2026 meeting dates were confirmed:**

- 6 January
- 3 March
- 5 May
- 7 July
- 1 September
- 3 November

Signed.....

Date.....