

## **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 5 May 2026  
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 3 March 2026**
- 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
  - 8.3 Financial Regulations
  - 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 26)
  - Recreation Ground
  - Planning
  - Data Protection
  - Notice board
  - Book Exchange
- 10. To note / agree actions for the following correspondence**
  - 10.1 None
  - 10.2 **To consider time sensitive correspondence received since publication of agenda**
- 11. To consider planning applications**
  - 11.1 None

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

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

FUL/2025/0031 (Brands Lane) - objection

**11.4 To note the Enforcement Update**

**12. To consider a community litter pick and community engagement at the village fete**

**13. To consider financial matters**

**13.1 To agree to the following payments:**

|            |                                   |          |
|------------|-----------------------------------|----------|
| 01/05/2026 | S Blythe salary                   | -£166.40 |
| 05/05/2026 | S Blythe - expenses & salary      | -£75.99  |
| 05/05/2026 | Robin Goreham - Audit             | -50      |
| 05/05/2026 | Geoff Sibley - grounds            | TBC      |
| 05/05/2026 | D Malley payroll - annual fee     | -144     |
| 06/05/2026 | Outside Help - Microsoft licences | -39.48   |
| 30/05/2025 | Unity - monthly fees              | -£7.00   |

**13.2 To note payments made between meetings:**

Paid April

|            |                            |          |
|------------|----------------------------|----------|
| 01/04/2026 | S Blythe salary            | -£166.40 |
| 07/04/2026 | S Blythe salary & expenses | -£70.59  |
| 07/04/2026 | G Sibley (grounds)         | -£160.00 |
| 07/04/2026 | HMRC Q4                    | -£162.40 |
|            | Outside Help - Microsoft   |          |
| 06/04/2026 | licences                   | -39.48   |
| 30/04/2026 | Unity - monthly fees       | -£6.00   |

**13.3 To note Income:**

Precept £6000.00

CIL 1330.97

**13.4 To agree which signatories will authorise payments on 6 May 2026**

**13.5 To receive the 25/26 year-end accounts / cashbook**

**13.6 To receive bank reconciliation for 25/26**

**13.7 To receive the 26/27 accounts to date and April bank reconciliation**

**13.8 To note the annual CIL report**

**13.9 To receive the Internal Audit report 25/26**

**13.10 To consider and agree the annual governance statement 25/26**

**13.11 To consider and agree the annual accounting statement 25/26**

**13.12 To agree the exemption from external audit certificate**

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- 13.13 To note the date of elector rights to view the accounts
- 14. To receive an update on Highways matters and agree matters where required  
-Highways signs**
- 15. To receive updates on Councillor portfolios / Village Matters (items for  
information only)**
- 16. To receive items for the next agenda  
Annual asset checks / Risk assessment**
- 17. To agree items for the next newsletter**
- 18. To confirm the date of the next meeting as Tuesday 7 July 2026**

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

Sonya Blythe

Clerk to the Council – 28 April 2026