

FELTHORPE PARISH COUNCIL

**Meeting of Felthorpe Parish Council, at Felthorpe Pavilion
on Tuesday 5 May 2026 commencing at 8.15pm**

Minutes

Present:

Andrew Cooper (in the Chair) (AC)
Kerry Loades-Page (KL)
Martin Dickinson (MD)

Andrea Elsdon (AE)
Wendy Saunders (WS)

Also Present:

3 members of public
Sonya Blythe (Parish Clerk)

Tony Adams (County Councillor)

1. To elect a Chairman for the forthcoming year

Andrew Cooper was nominated, seconded and **elected** as Chairman. The acceptance of office form was signed.

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

AC welcomed everyone to the meeting.

Apologies were received and accepted from Paula Carter. Linda Horlick was not present.

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

None.

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

Kerry Loades-Page was nominated, seconded and **elected** as vice-Chair.

5. To ratify the minutes of the meeting held on 3 March 2026

The minutes were **agreed** and signed as approved.

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

None

7. To receive reports from District and County Councillors

Cllr. Adams was attending his last meeting as County Councillor. Council thanked him for his dedicated years of service since 2005, where he had helped the parish on numerous occasions.

Cllr Adams reported that Norfolk County Council Highways department had responded to the Brands Lane planning application with no objection, but had requested a hold on the application until highways impact had been assessed.

Cllr Adams reported that the 20mph speed limit on various roads through the parish had been approved. A 40mph limit would be implemented on additional roads.

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

No changes had been made. All were **approved**.

9. To agree appointments to portfolio holder roles

Agreed as follows:-

- Traffic and Highways – MD/WS
- Finance and Communications - AE
- Amenities and Assets - PC
- Recreation Ground - AE
- Planning - AC
- Data Protection - AE
- Notice board - KL
- Book Exchange - LH

10. To note / agree actions for the following correspondence

- 10.1 None
- 10.2 To consider time sensitive correspondence received since publication of agenda
None

11. Planning Matters

To consider planning applications.

- 11.1 None
- 11.2 **To consider time sensitive applications received since publication of agenda**
2025/3800, Change of use of concrete hard standing area for up to 82 self storage containers – no change to previous **objection**
- 11.3 **To ratify planning responses sent since the last meeting**
FUL/2025/0031 (Brands Lane) - objection

The submission was **approved**.

Clerk to submit

11.4 To note the Enforcement Update

Noted.

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

A litter pick would be arranged for early autumn – date to be agreed at July meeting.

13. To consider financial matters

13.1 Payment of the following invoices were agreed:

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	-£309
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 confirm the payments made between meetings:

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
06/04/2026	Outside Help - Microsoft licences	-£39.48
30/04/2026	Unity - monthly fees	-£7.00

Approved.

13.3 To note income:

Precept £6000.00

CIL 1330.97

13.4 To agree which signatories will authorise payments on 6 May 2026 – AC and AE agreed.

13.5 To receive the 25/26 year-end accounts / cashbook – received, no queries raised.

13.6 To receive the final bank reconciliation for 25/26 – received and approved.

13.7 To receive the 26/27 accounts to date and April bank reconciliation – received.

- 13.8 To note the annual CIL report – noted.
- 13.9 To receive the Internal Audit report 25/26 – received. No issues had been raised.
- 13.10 To consider and agree the annual governance statement 25/26 – statement considered and all items **approved**. Signed by Chairman and Clerk.
- 13.11 To consider and agree the annual accounting statement 25/26 – accounting statement received and **approved**. Signed by Chairman and Clerk.
- 13.12 To agree the exemption from external audit certificate – it was **approved** that the criteria had been met. Signed by Chairman and Clerk.
- 13.13 To note the date of elector rights to view the accounts
The dates were noted as being 3 June – 14 July 2026.

**Exemption certificate to be submitted to external auditors
Documents to be added to website**

14 To receive an update on Highways matters not covered under correspondence and agree matters where required

Highway had advised that they would not be adverse to the PC erecting signs reminding drivers to respect the community. Consideration was given to holding a competition for village children to design the sign; to be discussed at the next meeting.

Clerk to add to next agenda

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

Taverham Road bend was proving to be an issue again – Highways would be emailed regarding the newly installed gate in the hedging.

Taverham road / Reepham Road visibility – Highways would be contacted regarding a verge cut.

KL advised that she had reported poor repairs to trod footpath to Highways.

16 To receive items for the next agenda
Annual asset checks / Risk assessment
Signage competition
Litter pick date
Grants

17 To agree items for the next newsletter
-Focus on Linda

- Speed limit reductions
- Morrisons business
- Goodbye to Tony Adams
- Hedge trimming / stones on footpaths
- Waste carrier licences
- Cricket club mower
- Fel-fest

18 **To confirm the next meeting date:**
7 July 2026

Meeting closed 21:05

Signed.....

Date.....