

**The Parish Council Meeting of Flitcham cum Appleton Parish Council**  
**Tuesday 4<sup>th</sup> July 2017 at 7.45 p.m.**  
**at the Community Centre, Flitcham**

Present: Mr Richard Gray – Chairman                      Mr Geoff Kilham  
Mr Roger Young    Monica Mortensson  
Joey Smithson    Dawn Nash  
Cllr Stuart Dark    Cllr Tim Tilbrook (part time)  
Gill Welham – Clerk

**04.07.01 Welcome from chairman**

The Chairman welcomed all present and thanked them for attending and in particular extended a warm welcome to the new Norfolk County Councillor Stuart Dark.

**04.07.02 To receive and consider apologies for absence**

There were no apologies for absence.

**04.07.03 To receive declarations of interest**

There were no declarations of interest.

**04.07.04 To approve and sign minutes of the Parish Council Meeting held on 9<sup>th</sup> May 2017**

The minutes were approved as a correct record and signed by the Chairman.

**04.07.05 Matters arising from the minutes**

09.05.06 A letter of thanks had been received from John Dobson in response to the Retirement card sent to him.

07.03.15 Rubbish was still on the playing field despite RG speaking to Neil Farrow again. However it was being monitored and the matter was ongoing.

09.05.13 The issue with the Flitcham.com website that had arisen had now been resolved.

09.05.13 A thank you card had been received from N Fuller in respect of the gift the council had sent her for carrying out the internal audit.

**04.07.06 Public question time**

There were no members of the public present.

**04.07.07 Reports from the councillors of NCC and BCKL&WN**

Cllr Dark advised he hadn't been in the post for very long and was still settling into the role. Before the election there was no overall control of NCC but following the election the Conservatives held the majority in the County and West Norfolk in particular had 14 new conservative councillors which would help get results to benefit this part of the County. He added that all the major committees set up by the County had a local councillor sitting on them. The key initiative coming through at the moment was the Parish Partnership scheme to help rural communities gain access to funding for local schemes.

Cllr Tilbrook urged the councillors to put Flitcham views forward with regard to the Electoral Review of Warding arrangements even though it didn't appear to affect Flitcham very much. He was also keen for the Parish to move forward with the Neighbourhood Planning scheme and to maybe contact Hillington to join forces with them. Cllr Dark advised that Snettisham were arranging a fact finding mission and invited the Flitcham councillors to attend which was gladly accepted. Cllr Dark would forward the information to The Clerk.

**04.07.08 Briefholders Reports**

RY – Newsletter. At the last meeting he advised that distribution would be via email from July onwards. The Clerk had distributed them electronically in July and apart from one email that bounced back from Kevin Piggott, there had been no comment. MM advised that she had delivered several hard copies through the village to residents who didn't have email facility and wanted to ensure that some would continue to be printed for such people. This was agreed.

GK – The rangers had trimmed hedges near the pathway but left weeds near the kerb and was baffled by this. It was thought that weed spraying was carried out by a different team from the Highways department. He also pointed out that the pot holes through the village had now been highlighted with paint prior to them being repaired.

RG – Planning for number 33 Church Road had now been approved.

#### 04.07.09 Financial Report

The following cheques were approved for payment:

Cheque paid between meetings not yet approved:

473 Came & Company Insurance	£368.77
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Cheques for approval at this meeting

474 A Fenn (Grass cutting/Bus shelter)	£707.00
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475 Clerk's Salary and expenses (Gill Welham)	£154.40
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476 HMRC (Clerk tax)	£29.60
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477 WNCTP Donation	£50.00
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Total Expenditure	£1,390.77
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Balance in current account	£2,311.35
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Balance in business saver account	£362.30
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Total balance remaining	£2,673.65
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The documentation for the Annual Review of Financial Procedures and Register of Assets was agreed and signed off by the Chairman. It was agreed these documents would be published on the website.

The Insurance schedule had not been received from the insurers but the summary of cover would be reviewed before next year's renewal. B/f next meeting. **Action: Clerk**

#### 04.07.10 Bus Shelter/Bus Stop Sign

The bus shelter repair was now complete and the shelter was looking extremely good. RY had donated a seat which GK had painted along with all the interior woodwork. RG thanked everyone for their input and in particular to GK for his hard work in getting the bus shelter up to standard and looking extremely smart; it was no longer an eyesore!

With regard to the Stop sign, the appropriate authority had been in touch and require permission to attach a sign to the structure. This was unanimously agreed and the Clerk was asked to confirm this was acceptable.

**Action: Clerk**

#### 04.07.11 Review Councillor's Briefs

Following discussions it was felt that apart from RY continuing with the Newsletter and JS with the Emergency Plan, there was very little else that needed consideration as the Clerk dealt with all financial matters and monitored all correspondence. SD stated that his local PC would set up a sub committee if any big issue was requiring attention and it was felt this would be a suitable way forward for Flitcham.

MM did state she would like to attend the next SNAP meeting as she was interested to know more and her offer was gratefully accepted.

#### 04.07.12 Emergency Plan

JS proposed that the Emergency Plan should be sent through to the Borough Emergency Planner for sign off as it is a living document that would continually need updating. If the Borough sign it off it can then be published, if not, any amendments can be dealt with. This was agreed and JS would forward the document by the weekend. Once approved the council could organise a dry run to ensure all the information required is in the plan.

SD praised the council for having the document so far advanced.

#### 04.07.13 Parish Partnership Scheme

It had been felt that as a small parish, to find 50% funding for any improvements would be an impossible task. However SD felt that the parish should try and gain some funding for the bus shelter renovations

through this scheme. He advised the Clerk to complete the application for funding and forward to him and he would endeavour to try and get some funding towards the cost of the repairs. **Action: Clerk**

**04.07.14 Electoral Review of Warding Arrangements**

It had been observed there were no proposed changes to Valley Hill Ward, however following TT urging the councillors to put a view forward, everyone was asked to take the time to look at the information to hand and if there was anyone that was concerned to let the Clerk know so that the issue could be raised. **Action: All**

**04.07.15 Correspondence**

BCKL&WN letter re Green Points Community Chest.

LGBCE Electoral Review – discussed above.

Do Different Ltd re Houghton Festival – invite to local open day. Clerk to enquire about timings and location.

Historic England – letter to advise the War Memorial is now a Grade II listed structure.

Cardiac Safe – Defibrillator for the community. The Clerk was asked to look into costs and proposals and to contact the Snettisham clerk who organised and oversees their defibrillator. **Action: Clerk**

**04.07.16 Business extra to the Agenda**

GK mentioned the condition of the phone box which is also a 'listed' structure. As the bus shelter project is now complete he offered his services to re-paint the phone box. The Clerk was asked to resurrect the paper work from previous correspondence to see if paint could be obtained. **Action: Clerk**

DN enquired about the quantity of dog bins in the parish as she thought one had been removed but someone was still leaving bags at the old site. It was explained that due to cost the number were reduced because dog owners were allowed to place such items in their own household waste bins. DN would monitor it as action could be taken if it can be established who the culprit it.

**04.07.17 Date of next meeting: Tuesday 5<sup>th</sup> September 2017 at 7:45pm**

**04.07.17 Action to be taken by the next meeting:**

**Clerk**

- Confirm agreement to fit bus stop sign
- Parish Partnership funding, complete application
- Establish timings for Houghton Hall invitation
- Defibrillator – look at cost and contact Snettisham Clerk
- Telephone box paint

**All**

- Look at Electoral Review of Warding Arrangements

**Agenda items next meeting**

B/F review of Insurance schedule

The meeting closed at 9.45pm.