

The Annual Parish Council Meeting of Fritcham cum Appleton Parish Council
Tuesday 9th May 2017 at 8:00 p.m.
at the Community Centre, Fritcham

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

09.05.01 To receive and consider apologies for absence
Apologies had been received from Joey Smithson.

09.05.02 Election of Chairman
GK proposed and RY seconded that R Gray be elected as Chairman, agreed unanimously. The Acceptance of Office and Declaration of Interests was then signed

09.05.03 Election of Vice Chairman
RG proposed and DN seconded that G Kilham be elected as Vice Chairman, agreed unanimously. The Acceptance of Office and Declaration of Interests was then signed

09.05.04 To receive declarations of interest
RG & DN advised there was a conflict of interest regarding Item 9 and 33 Church Road which would arise under Planning. It was agreed they would leave the meeting at that point.

09.05.05 To approve and sign minutes of the Parish Council Meeting held on 7th March 2017
The minutes were approved as a correct record and signed by the Chairman.

09.05.06 Matters arising from the minutes
07.03.05/01.11.14 Cllr Tilbrook had discussed the matter of the War Memorial wall with the Deputy Estate Manager and repair work commenced soon after his meeting. The matter is now closed.
07.03.08 The flashing 30MPH sign had been repaired within 3 days of writing to the Highways department. The Newsletter distribution via email would commence in July and several people had now registered to receive it in this format. The Clerk had collated a list of those currently not registered for RY to follow up. He intended to print just 20 in the future and place in the Community Centre for residents to help themselves.
07.03.10 The council had written to confirm continuing support of the WNCTP bus project. The donation cheque for £50 had not been raised but would be raised at the July meeting. **Action: Clerk**
07.03.12 A meeting had been held to discuss the Emergency Plan which had flagged up a few items that need to be clarified. Unfortunately this could not be further discussed at this meeting as JS was unable to attend. B/f July meeting. **Action: JS**
07.03.13 The white lines had been painted as promised by the Highways, but GK didn't feel they would make much difference. Cllr Tilbrook advised that he had attended a meeting with Lorne Green the PCC of Norfolk Constabulary who was focussing on speeding as it seemed all villages within Norfolk were experiencing problems. TT advised we should set up a group of volunteers who would be willing to monitor the speed of vehicles through the village.
07.03.15 Neil Farrow had been spoken to regarding the debris around the football field clubhouse and an attempt to clear it had been made. The doors had gone but there was still a lot of unwanted junk that needs to be removed. RG agreed to speak with NF once more. **Action: RG**
A 'Retirement' card had been purchased for John Dobson which was circulated to the members of the council to sign.

09.05.07 Public question time
There were no members of the public present.

09.05.08 Finance

- i) The presentation of the Annual Accounts 2016-2017 had been circulated prior to the meeting. These were duly approved and would be published on the website alongside the Minutes.
- ii) The Internal Audit had been carried out by Noelyne Fuller and the External Audit document signed off by her as being completed and in satisfactory order.
- iii) The Annual Governance Statement was approved and signed off by the Chairman and Clerk.
- iv) The Accounting Statements for 2016/17 were also approved and signed off by the Chairman and RFO.
- v) As time was limited it was agreed that the Financial Controls and Risk Assessments would be circulated prior to the next meeting in order to be adopted at the July meeting. **Action: Clerk**
- vi) Insurance quotes were reviewed and it was agreed to insure with Inspire through Came & Company. However it was suggested that an exercise should take place prior to next year's renewal to ensure the parish were not insuring for unnecessary items. The Schedule would be looked at by the Councillors and sent out to the Insurance companies prior to next year's quotes being requested. **Action: Clerk**

Financial Report

Cash Received since last meeting

Precept	£3,000.00
VAT Refund	£24.10
Interest	.15
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	£3,024.15

The following cheques were approved for payment:

468 Clerk's Salary and expenses (Gill Welham)	£135.70
469 HMRC (Clerk tax)	£32.60
470 A Fenn (Grass cutting April)	£56.00
471 BCKL&WN (Dog Bins)	£162.24
472 NALC	£92.63
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Total Expenditure £479.17

Balance in current account	£3,621.12
Balance in business saver account	£362.30
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Total balance remaining £3,983.42

09.05.09 Reports from the councillor of BCKL&WN

Cllr Tilbrook advised that the County Council elections from West Norfolk point of view were a good result as a Conservative Council had been elected with many good Councillors representing West Norfolk. It was felt that West Norfolk often got forgotten but this would hopefully not be the case moving forward. He had only been in office for a few months himself and had been impressed at how hard councillors and staff work and found that reassuring.

He was asked about whether the Wards and Boundary changes would go ahead and how they would affect Flitcham. He was sure that changes would happen but hopeful that the Borough would not lose any councillors.

There was a discussion about CPRE and the possibility of unwanted housing developments in the W.N. area. He urged the council to sign the Pledge from CPRE and advised that all planning applications have to go through Highways to get their input before any approval is made.

Briefholders Reports

RY advised that two warnings had been issued about the Newsletter going digital and a third reminder was to be printed in the Newsletter going out in a couple of weeks. Following that the Clerk will circulate the Newsletter via email from July onwards.

He also mentioned 'Volunteering' and the Time Credit Scheme which appears to be an alternative currency being used in the King's Lynn area. He had seen an advert about it in the local cinema and decided to investigate. He suggested the Parish Council could use the scheme for volunteers although he was unsure how it all worked. He had circulated information to some of the parishioners to see if they would be interested. He had also discussed this with the contact at the Borough Council but she only works a few

hours per week. She suggested that this could be discussed face to face at their offices or she could arrange a meeting elsewhere to suit.

RG advised that a planning application for 33 Church Road had been received. As this item was a conflict of interest, both he and DN left the meeting for the remaining councillors to discuss. It was agreed that all planning undertaken should be within the conservation guidelines. However GK pointed out that again the architects had supplied the Flood Risk report for Litcham, not Flitcham which was particularly alarming.

The councillors agreed that the property currently looked a mess and any work carried out on the property would be an improvement. It was agreed that the parish response would be that they were neither for or against the proposed work being undertaken. It was pointed out that any individual was free to make personal comments if they had particular concerns.

No other councillor currently has a brief to report on. It was therefore agreed that this should be an item for the Agenda at the next meeting. **Action: Clerk**

09.05.10 Bus Shelter

GK reported that since the last meeting he had removed all the ivy and taken the asbestos roof to Thetford who charged £99 for the disposal which GK had paid himself. He had also prepared the shelter for a new roof. The councillors were extremely grateful for all the hard work and effort put in and the parish were indebted to him.

The quotes for replacing the bus shelter roof were discussed and it was agreed the quote received from Adam Fenn for a total cost of £622 to include all labour and materials was competitive. The budget had included a sum of £500 for the roof repair and the under-spend last year meant it was possible to have the work done. RY proposed the council go ahead with the work which was agreed unanimously.

The Clerk was therefore asked to prepare a formal contract for Adam Fenn to complete the work with the proviso that the work would be carried out as soon as possible, but in any event to be completed by the end of August 2017. **Action: Clerk**

Terry Allen was waiting for paint for the frame for the timetable.

The Clerk was asked to write to the bus company to ask about obtaining a bus stop sign for placing near the bus shelter. **Action: Clerk**

09.05.11 CPRE Norfolk

The document had been forwarded prior to the meeting for the councillors to review and following discussion it was agreed the council would pledge to support CPRE Norfolk in its campaign to ensure no new sites are allocated for house building in revised local plans to 2029 until all existing allocations in current core strategies have been developed.

09.05.12 Correspondence

~ Stagecoach had forwarded bus timetables for the Coast Hopper service.

~ Norfolk Family Mediation Service asking for a donation to support their work.

09.05.13 Business extra to the Agenda

DN made comment regarding the Flitcham Website and pointed out that when searching on Google the first website that comes up was Flitcham.com rather than the Norfolk Parishes website that is used by the Parish Council. However it was pointed out that should you go on Flitcham.com and hit the tab for the parish council it automatically took you to the correct website.

She was concerned that the Flitcham.com website had old information regarding the PC and if people clicked on that website by mistake they wouldn't realise it was the wrong website and just assume it was out of date. The Clerk was asked to write to Robert Walden to ask him to remove all old information. **Action: Clerk**

The Clerk had purchased a card and gift voucher for N Fuller as a thank you for her work carrying out an internal audit which is a requirement of the Annual Return the parish has to complete annually.

09.05.14 Date of next meeting: Tuesday 4th July 2017 at 7:45pm

09.05.15 Action to be taken by the next meeting:

Clerk

- Prepare contract for AFenn regarding bus shelter roof

- Raise cheque to WNCTP for donation of £50
- Write to bus company regarding a bus stop sign
- Write to Robert Walden

RG

- Speak with NF regarding debris around football field clubhouse

Agenda items next meeting

- Review Financial Controls and Risk Assessments at July meeting.
- Review Insurance Schedules to ensure the parish is not insuring for unnecessary items.
- Councillors briefs
- Emergency Plan

The meeting closed at 9.55pm.

DRAFT