

The Parish Council Meeting of Flitcham cum Appleton Parish Council

Monday 3rd March 2025 at 7:30 p.m.

held at The Community Centre, Flitcham

Present: R Gray (V Chair) Terry Allen
Ann Beasley

Gill Welham – Clerk

Members of the Public: Robert Timmins, Philip Clarke

03.03.01 Welcome from the Chair

In the absence of the Chair, Cllr Gray chaired the meeting. He thanked everyone for attending and in particular the two members of the public.

03.03.02 To receive and consider apologies for absence

Apologies were received from Susan Allen – Chair, Cllr Stuart Dark and Cllr Alistair Beales

03.03.03 To receive Declaration of interest in items on the Agenda

There were no declarations of interest.

03.03.04 To approve and sign minutes of the Parish Council Meeting held on 6th January 2025.

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

03.03.05 Matters arising from the minutes not already on the Agenda

06.01.05 b/f previous minutes – RGray to purchase bulk supply of AAA batteries for defib cabinet. The batteries are not required urgently **Action R Gray**

06.01.05 TAllen had purchased and fitted the Caps required for the Children's playground.

04.11.15 Options for Flitcham History website – discussed fully at 03.3.15

06.01.07 Community Centre rent for hire of hall. The Management committee has supplied an invoice which is due for payment approval at this meeting.

06.01.10 Community funding for play area. The clerk had investigated various grants available without success.

03.03.06 Public Question Time

MOP Philip Clarke stated he had looked into various options for funding and had found several very easily that the PC could apply for. He was asked to forward any information he had to the clerk to follow up.

Action: MOP P Clarke

03.03.07 Reports from the councillors of NCC, BCKL&WN and PC

Neither Cllr Dark or Cllr Beales were available for the meeting. Cllr Dark will deal with any issues that may arise, remotely. Cllr Beales will update us fully at the next PC meeting.

There were no other reports from the PC councillors that were not already an Agenda item.

03.03.08 Correspondence

~ Email from Norfolk ALC requesting PC to vote for change to a Company limited by guarantee - Done

~ Email from BCKL&WN re nominations for Local Hero awards

~ Email from BT re the PC response to their plan to close phone boxes

~ Email from BCKL&WN re future invoicing for dog bin emptying

~ Email from BCKL&WN re planning application for former Valley Filling station - Accepted

~ Email from Norfolk CC re invitation to live stream Flood and Drought summit

~ Email from Play Inspection Co highlighting items of concern with regard to playground

~ Email from Robert Walden re Flitcham History website

~ Email from BCKL&WN re budget proposal

~ Email from BCKL&WN re invitation to meet CEO and new leader of the BC

~ Email from Highways re confirmation our request for Abbey Road footpath to be cleared is planned

~ Email from BCKL&WN re Mayors Design Awards

~ Email from BCKL&WN re change in payment of precepts

~ Email from BCKL&WN re invitation to briefing re Government's Devolution Consultation

~ Email from BCKL&WN re Implications of recent test on planning policy

03.03.09 Income& Expenditure / Financial Matters

Finance

Cash Received since last meeting

17.02 BACS – BCKL&WN (Dog Bin emptying CREDIT) (£73.01)

Approval of payments as follows:

Payments made between meetings not yet formally approved

16.04 BACS – T Allen (Playdale repair equipment) £54.48

29.01 BACS – Play Inspection Company (Annual inspection) £135.60

29.01 BACS - BCKL&WN (Dog bin emptying) £439.92

Payments for approval at this meeting

03.03 BACS - G Welham (Clerk's Salary & expenses) £204.73

03.03 BACS - HMRC (Clerk Tax) £51.20

03.03 BACS – Room Rent for hire of Community Centre £130.00

Total Expenditure £1,015.93

Balance in current account (£5.61)

Balance in business saver account £2,410.02

Total balance remaining £2,404.41

Due to the fact payments were expected to be paid immediately, the Clerk had transferred £200 from the Saver account to the current account to ensure the PC did not go into overdraft. The Precept was due to be paid to the council in early April which would alleviate the situation.

As the council insurance was due for renewal from 1st June, the clerk would obtain quotes for the renewal in time for agreeing at the May meeting. **Action: Clerk**

The PC have to appoint an Internal Auditor for the end of year audit. Rosalin Langley had been approached and is available. She carried out the audit last year. It was unanimously agreed to appoint her for the 2025 audit.

The memory stick was exchanged.

03.03.10 To Review the Playground/Defibrillator monthly Inspection Reports

The annual inspection had taken place and the findings circulated to all. TA had also circulated a report from his latest playground inspection. He had replaced all the necessary Caps, washed the gate and released it to ensure it opens satisfactorily. He was of the opinion that the equipment was safe and no risk to the users. It was agreed that as the repairs highlighted in the annual inspection were not an immediate safety concern, the PC would endeavour to source some funding and any decisions regarding repairs will be taken following that. **Action: Clerk** The Vice Chair thanked TA on behalf of the PC for all his work on the playground RG had circulated the latest Defibrillator check list. All in working order. Batteries for the cabinet currently at 75% any replacement would be purchased in good time.

03.03.11 To report TA attendance at Sandringham Meeting

TA had forwarded a report to all following the meeting in January which he felt was positive and worthwhile. The issues raised by the local communities had been listened to and they were working to address them. There is another meeting scheduled prior to the events in the summer and TA will attend on behalf of the PC and report back.

03.03.12 To Review/Update the Emergency Plan

This item was on the Agenda on behalf of the Chair, as she was not at the January meeting. As this is not an urgent matter, just something that needs to be reviewed regularly, it was agreed to carry the item forward to the next meeting. **Action: Clerk**

03.03.13 To review Grass Cutting Contract for 2025

It was agreed that LA Garden Maintenance had been reliable and reasonably priced, it was agreed to continue their contract. There would be a slight increase in price to £27.50 per cut. This was agreed acceptable by all. The Clerk was asked to prepare a contract for signature. **Action: Clerk**

03.03.14 To review PC's nominated person to sit on Community Centre Committee

It was agreed that councillors were already overstretched with the work they carry out on behalf of the community and with barely being quorate, it was a matter that was not easily rectified. The Clerk said she would once again try and advertise the need for more councillors on social media and the website.

03.03.15 To discuss options for Flitcham History website

The clerk advised that R Walden had been successful in resurrecting much of the saved data from the previous website and he was currently working on adding more. He had sent the clerk a link to the website that was currently being hosted on a temporary site. The clerk had added this link to the Flitcham website and it was hoped that this would now work indefinitely. Currently it doesn't have a domain name, but this is overcome by just using a link to the site from the PC website. The site may at some point in the future need to purchase a domain name, but this can be purchased very cheaply. My research states it could be purchased for £15.98 for a 2 year period. However, the name would have to be renewed every 2 years. Should he need to get the site hosted, currently this would cost £48 per annum. It was felt that whilst the format was working as it is, there was no point in looking to do anything more.

03.03.16 To review requirements for Village sign cleaning/maintenance

A discussion took place regarding this and it was agreed that both TA and RG would look at cleaning this in the coming weeks at the time when they meet to change the SAMS units. They were thanked for their offer of yet more help.

03.03.17 Business Extra to the Agenda

TA asked if the Flitcham PC website could be updated. It was confirmed the Clerk updated the website regularly but was not knowledgeable enough about the village to change the wording on the 'About Flitcham' page. TA said it needed to be completely re-written with updated photos. TA would look to send updated information to the clerk for insertion. **Action: T Allen**

AB asked about the Abbey Road Nature Reserve project along the verge of the road. Nothing seems to have changed. The Clerk was asked to write to Cllr Dark to ask him for an update. **Action: Clerk**

AB had cleared out the bus shelter leaving only books to form part of a lending library. She had removed several bin bags of rubbish including video tapes and DVD's. The clerk was asked to advertise on social media that only books were appropriate and ask residents to please refrain from leaving anything other than books. **Action: Clerk**

The playing field has an extremely heavy bench that originated at Hillington Railway Station which TA will look at with a view to cleaning and painting because currently it is looking a mess.

03.03.18 Date of next meeting: Monday 12th May 2025. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Obtain renewal quotes for PC insurance
- Endeavour to source funding for Playground refurb
- Prepare contract for grass cutting renewal
- Write to Cllr Dark re Abbey Road Nature Reserve
- Note on social media about books only in the Bus Shelter.

R Gray

- Purchase AAA batteries for defibrillator cabinet

T Allen

- Re-write introduction to Flitcham for website

MOP – P Clarke

- Forward funding proposals to clerk

Items for Next Meeting

Emergency Plan

Playground Maintenance

The meeting closed at 8:25 pm.