

The Annual Parish Council Meeting of Flitcham cum Appleton Parish Council

Monday 12th May 2025 at 7:30 p.m.

held at The Community Centre, Flitcham

Present: Richard Gray Terry Allen
Ann Beasley

Gill Welham – Clerk

Members of the Public: Denise House, Robert Timmins, Dinah Lilley, Paul Blackmur,
Sally Stanton, Harry Verney

12.05.01 To receive and consider apologies for absence

Apologies for absence were received from Susan Allen. Unfortunately due to ill health, she was unable to continue on the Council and has had to stand down as Chair. Cllr Gray thanked her for her commitment to the Parish and wished her a speedy recovery.

12.05.02 Election of Chair

TAllen proposed that RGray take the Chair. This was seconded by ABeasley and agreed unanimously. RGray then signed the acceptance of office document.

12.05.03 Election of V. Chair

ABeasley proposed that TAllen take the position of V Chair. This was seconded by RGray and agreed unanimously. TAllen then signed the acceptance of office document.

12.05.04 Co-option of new Councillor

Denise House had put herself forward as a new councillor to the PC which was agreed unanimously. All the necessary documents, Register of Interest etc were completed and she was then welcomed to the PC. The Clerk would forward all the necessary documentation to the BC and advise the co-option. **Action: Clerk**

12.05.05 Declaration of interest in items on the Agenda

There were no declarations of interest.

12.05.06 To approve and sign minutes of the Parish Council Meeting held on 3rd March 2025

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

12.05.07 Matters arising from the minutes not already on the Agenda

03.03.06 – possible funding for Playground. The Clerk had looked into this in greater depth and was unable to find any suitable funding available for this particular issue.

03.03.13 – signed contract for grass cutting had been completed by LA Garden Maintenance and returned.

03.03.14 – advertise need for new councillors – this had been successful as it encouraged one new councillor to come forward..

03.03.17 – Flitcham PC website – About Flitcham page has been updated.

- Abbey Road verge – Clerk had written to Cllr Dark re 'The Reserve' but had received no response; however Highways have now cleared a suitable pathway along Abbey Road.

- Bus shelter – the Clerk had posted on social media about only leaving books. One resident was unhappy that this message had been posted.

12.05.08 Public Question Time

Robert Timmins advised that Sandringham Estate had been approached by a local football team regarding the use of the Sports Playing field. The club are at full capacity and need an additional pitch for matches and training. RT asked if the PC had any issues with this proposal. The 3 parties involved with the Flitcham playing field still need to have further discussions, but this could not take place without the blessing of the PC. The Clerk advised that the site was registered with Sport England as a sports facility. The PC agreed it would be happy to have the playing field used once more.

Robert Timmins also noted that the PC was looking for assistance with regard to the Village Sign maintenance. He advised that the Estate would be willing to keep the sign cleaned and maintained as they were well equipped to stay safe while carrying out this work. This offer was greatly appreciated by the PC.

The Clerk queried with RT about the upkeep of the hedge around the village sign as on occasions it had become overgrown and the sign not visible due to the condition of the hedge. A parishioner had enquired about the ownership of the hedge as in the past he had cut it as a favour of the then resident. The property was now vacant. RT agreed that this hedge would be maintained by the Estate in future.

MOP Paul Blackmur was concerned regarding the statement about rubbish left in the bus shelter. It was pointed out that the PC have a duty of care to its parishioners and it was considered dangerous to have black sacks stored on the floor of the shelter as it could cause trips and falls. The PC had made the decision that books were perfectly acceptable but any other items were considered unsuitable for the space available. A parish councillor would regularly check the bus shelter to ensure it was kept safe and that unsuitable material was not being left.

12.05.09 Reports from the councillors of NCC and BCKL&WN

Cllr Gray confirmed the defibrillator was in good working order and had forwarded the monthly check list prior to the meeting.

Cllr Allen had also distributed the Playground report prior to the meeting. The fence needed preservative and the Community Payback Team was discussed as a possible resource to carry out this work. The only requirement would be the use of a WC. MOP Sally Stanton was currently in contact with people running this scheme for the Church and agreed to pass details to Cllr Allen.

12.05.10 Finance

a) Review of Internal Auditor Notes – the notes were read out at the meeting. The PC was happy with the conclusion of the audit.

b) Approve the Annual Governance Statement 2024/25 – The clerk read out each of the items to be answered and the document was signed by the Chair and Clerk at the meeting.

c) Consider the Accounting Statement 2024/25 – the clerk had circulated the Accounting Statement along with the Receipts and Payments for the year, prior to the meeting for review.

d) Approval of the Accounting Statement 2024/25 – it was agreed unanimously that the Chair should approve the AGAR which the Clerk had signed prior to presenting to the PC.

e) The Certificate of Exemption – was agreed and signed by the Chair and Clerk for onward transmission to the external auditor.

f) Insurance Quote – The PC had received a renewal price from Clear Council which had increased from £419.72 last year to £561.21 this year. An alternative quote had been received from Zurich which seemed to have inadequate cover for the assets held within the Parish. A third quote was received from Came and Co who had insured the PC in the past. The quote was exceptionally expensive at £892.76 and obviously not considered. It was therefore agreed that the PC would stay with Clear Council. The Clerk was asked to raise payment for this. **Action: Clerk**

g) Memory stick was exchanged.

Approval of payments as follows:

Cash received since last meeting:

KL&WNBC – Precept	£4,400.00
HMRC – VAT claim	£191.30
Bank interest on Saver Account	£8.49

<i>Internal transfer from Saver to Current account</i>	<i>£200.00</i>
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Payments made between meetings not yet formally approved

BACS	TAllen (paper for Newsletter)	£23.94
BACS	LA Garden Maintenance (March grass cutting)	£27.50

Payments for approval at this meeting

BACS	G Welham (Clerk's Salary & expenses)	£286.65
BACS	HMRC (Clerk Tax)	£67.20
BACS	LA Garden Maintenance (April grass cutting)	£55.00
BACS	BCKL&WN (Dog Bin Emptying 2025/26)	£790.92
N/A	BCKL&WN (Dog Bin Emptying 2025/26 Credit)	(£395.46)
BACS	Norfolk ALC (subscription)	£115.00

Total Expenditure	£970.75
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Balance in current account c/f	£3,814.94
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Balance in business saver account c/f

£2,218.51

Total balance remaining

£6,033.45

12.05.11 To Review Playground Inspection Renewal

The renewal quote from the Play Inspection Company had been sent through with a small increase to £117 plus VAT. It was agreed that this should continue and the Clerk was asked to confirm agreement. **Action: Clerk**

12.05.12 Dog Bin Emptying

The BC have changed invoicing to 'in advance' rather than at year end. Hence the PC had received 2 annual invoices in quick succession which had not been accounted for in the Budget. Also, the annual increase for emptying the bins was 115%. Various discussions had taken place regarding the need for dog bins and the cost of emptying and it was agreed to move to fortnightly emptying rather than weekly to mitigate the huge increase. Usage would be monitored to evaluate if this was causing issues.

12.05.13 Sandringham Concerts Update

Cllr Allen had attended an online meeting and provided a report prior to the PC to update everyone. The meeting was informative and good news that they have a much larger team managing the event this year with improvements to access with an extra admission gate and a larger car park. Also there will be a letter to residents keeping the community informed of likely disruptions as well as concessionary tickets for the local villagers.

12.05.14 Flitcham Website

Cllr Allen had updated the write up for the 'About Flitcham' page and this had now been downloaded. Also Norfolk ALC had recommended the PC accept some additional links that would assist readers easily access such sites as Bin Collection dates and Highways issues etc. This was agreed.

12.05.15 Bus Shelter funding

The PC had received information regarding the availability of funding for upgrade of bus shelters. Following discussion it was agreed that the shelter had only recently undergone some refurbishment and was considered an unnecessary expense at this time.

12.05.16 Emergency Plan

This item had been b/f from the previous meetings and does require some updating. Cllr Allen offered to update this document and re-issue in due course. **Action: TAllen**

The Chair pointed out that the need for an Emergency Plan was highlighted recently when the village water supply went off. Many villagers were without water for a several hours and pressure was not completely rectified for some days.

12.05.17 Correspondence

- ~ A letter of thanks had been received from Flitcham PCC thanking the PC for the donation to the Church.
- ~ Email from Paula.Gilluley@norfolk.police.uk re April SNAP meeting
- ~ Email from Tim.Baldwin@West-Norfolk.gov.uk re beach clean-up
- ~ Email from planning.policy@west-norfolk.gov.uk re adoption of local plan
- ~ Email from Cllr Dark re NCC not charging for VE/VJ Day celebrations
- ~ Email from cllr.Alistair.Beales@West-Norfolk.gov.uk re Devolution Powerpoint presentation

12.05.18 Business Extra to the Agenda

Cllr Allen reminded the PC that a decision regarding the locking of the phone box needs to be discussed. It was agreed this would be placed as an Agenda item for the July meeting. **Action: Clerk**

12.05.19 Date of next meeting: Monday 7th July 2025. Commencing 7:30pm

**12.05.20 Action to be taken by the next meeting:
Clerk**

- Send all AGAR required information to PKF Littlejohn and upload all to the parish website
- Confirm playground inspection renewal
- Raise payment and confirm renewal of council insurance
- Advise BC of co-option of new councillor

T Allen

- Update Emergency Plan

Items for next Agenda

Discussion re phone box

The meeting closed at 8:52 pm.

DRAFT