

The Parish Council Meeting of Flitcham cum Appleton Parish Council
Monday 1st September 2025 at 7:30 p.m.
held at The Community Centre, Flitcham

Present: Richard Gray Terry Allen
Denise House

Gill Welham – Clerk

Members of the Public: Robert Timmins, Roger Glazebrook

01.09.01 Welcome from the Chair

The Chair welcomed everyone and thanked them for attending.

01.09.02 To receive and consider apologies for absence

Apologies for absence were received from Cllr. Ann Beasley and Cllr. Beales.

01.09.03 Declaration of interest in items on the Agenda

There were no declarations of interest.

01.09.04 To approve and sign minutes of the Parish Council Meeting held on 7th July 2025

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

01.09.05 Matters arising from the minutes not already on the Agenda

12.05.16 – Emergency Plan had been updated and published but needs further modification. An Agenda item to be discussed later in the meeting

07.07.10 – Telephone box article in Newsletter. An Agenda item to be discussed later in the meeting

07.07.13 – War Memorial Hedge cutting. To be discussed further in AOB.

01.09.06 Public Question Time

Roger Glazebrook attended the meeting to offer his services as a parish councillor. RGray proposed he should be co-opted to the council, seconded by TAllen with all in favour. RGlazebrook was then elected to the PC. Documentation for completion would be forwarded by the Clerk. **Action: Clerk**

01.09.07 Reports from the councillors of NCC and BCKL&WN

As neither was present at the meeting, there were no reports.

Following a discussion it was agreed the Clerk should write to Cllr Dark to express disappointment that once again no report had been submitted or apologies for absence sent. **Action: Clerk**

TA enquired about the hedge trimming surrounding the village sign. RTimmins (Sandringham Estate) advised this was scheduled within their plan of work. He also advised the sign would be washed and cleaned.

01.09.08 Finance

Approval of payments as follows:

Cash received since last meeting:

Bank interest on Saver Account	£0
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Payments made between meetings not yet formally approved

BACS LA Garden Maintenance (July grass cutting)	£55.00
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Payments for approval at this meeting

BACS G Welham (Clerk's Salary & expenses)	£204.73
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BACS HMRC (Clerk Tax)	£51.20
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BACS T Allen (Printer Ink - Newsletter)	£18.95
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Total Expenditure	£329.88
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Balance in current account c/f	£2,289.19
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Balance in business saver account c/f	£2,225.88
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Total balance remaining	£4,515.07
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- a) **Review of Standing Orders.** This document was issued prior to the meeting, reviewed, agreed and signed by the Chair.
- b) **Review of Risk Assessments.** This document was issued prior to the meeting, reviewed, agreed and signed by the Chair.
- c) **Review of Village Sign Maintenance.** This was covered under item 01.09.07
- d) **Memory stick was exchanged.**

01.09.09 To Review Playground/Defibrillator Monthly Inspections

TA issued the monthly report prior to the meeting. Despite the annual report highlighting issues with the supports, the structures are sound. Four volunteers have offered their services to help with the painting of the fence. TA to purchase paint and brushes for this work. To be carried out October. **Action : TA**
 DH stated that there were signs at the playground regarding 'Dogs Prohibited' but nothing in place on the football field. RT stated he would speak with ECross to ensure appropriate signs e.g. 'Dogs Must be Kept on Leads' are put in place.
 RG had carried out the August check on the defibrillator, the September check would be carried out in due course but the green light is on. The pads are due to expire in August 2026.

01.09.10 To discuss future of Red Telephone Kiosk

As a result of an article in the August Newsletter a few suggestions as to its use moving forward had been received. However, without a clear plan, the PC would be reluctant to adopt the phone box. Following discussions, DH offered to meet with the headmistress of Flitcham school to see if the school would be interested in participating in the scheme. It was agreed this Agenda item should be b/f to the November meeting. **Action: DH/Clerk**

01.09.11 To Review/Update the Emergency Plan

DH had requested this item for the Agenda as she had concerns about various aspects of the Plan, in particular that First Aiders named in the Plan having valid qualifications. It was pointed out that it is not a requirement for Flitcham to have an Emergency Plan and that the initial Plan was put together by a previous councillor who had work experience with such matters. It was reduced in size on her departure from the PC due to the fact that it was particularly onerous to keep it completely up to date. Following discussions it was agreed that RGlazebrook would write an article for the Newsletter to establish the skills of residents within the village that may be of use in an Emergency. **Action: RogerG**

01.09.12 To discuss the possibility of changing PC web provider

Currently the PC use the facilities of Norfolk ALC, however an ex employee has now set up an IT organisation that would offer similar services with more up to date websites. It was felt the current website was adequate for the needs of the council; however Norfolk ALC also provide the required .gov email addresses at just an additional £20 per year. It was agreed that in order to comply with new legislation, the PC would take up this offer and transfer all the councils email addresses. Clerk to contact Norfolk ALC to arrange. **Action: Clerk**

01.09.13 To Discuss/Review Community Engagement

As a new councillor DH felt community engagement was important and wanted to understand how the PC communicated with the parishioners. It was explained that the Newsletter, website and social media covered this but it was acknowledged that not everyone would have access to the internet. Also, all new residents to the village were issued with a Welcome Pack. RT advised he had never received a copy of this. **Action: TA to forward a copy.** DH had attended recent coffee mornings and felt that face to face conversations were by far the best way to communicate and suggested a table set aside for councillors at such events to encourage villagers to 'come and have a chat'. Anything discussed at such events could then be taken back to PC meetings by the councillor for further discussion. The school could also be encouraged to become more involved. DH would discuss this too when she meets the Headmistress of Flitcham school. **Action: DH**

01.09.14 Correspondence

Kevin Bacon ~ re transfer of website
 Norfolk ALC ~ re completion of Recycling survey
 Cllr Beales ~ re briefings regarding Local Government Reform
 Norfolk ALC ~ re devolution in Norfolk
 Green Spaces Norfolk ~ re Abbey Road Nature Reserve. This email was to confirm the Nature Reserve at Abbey Road is now in place.

01.09.15 Business Extra to the Agenda

The War Memorial hedge cutting was discussed at the July meeting. However, in the interim, Robert Walden trimmed the hedge before the work could be carried out. It was agreed that the PC should obtain a quote from LA Garden Services for the hedge to be cut c. twice a year in future (November in particular in time for the Memorial Service). Once a price was obtained the item would be placed on the next Agenda for approval. **Action: TA/Clerk**

01.09.16 Date of next meeting: Monday 3rd November 2025. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Send documents to R Glazebrook
- Write to Stuart Dark re no Reports
- Contact Norfolk ALC re email addresses

T Allen

- Purchase Paint and brushes for playground
- Send Robert copy of Welcome Pack
- Obtain price for War Memorial hedge cutting

D House

- Contact school re phone box
- Contact school re involvement with PC

R Glazebrook

- Write article for Newsletter re Emergency Plan

Items for next Agenda

Future of Telephone Kiosk

War Memorial Hedge Cutting

The meeting closed at 8:42 pm.