

The Parish Council Meeting of Flitcham cum Appleton Parish Council
Monday 3rd November 2025 at 7:30 p.m.
held at The Community Centre, Flitcham

Present:

Richard Gray	Terry Allen
Ann Beasley	Roger Glazebrook
Cllr Stuart Dark	Cllr Alistair Beales (P/T)
Gill Welham – Clerk	

Members of the Public: Deborah Morgan-Davies, Helen Chapman, Paul Blackmur, Phil Clarke

03.11.01 Welcome from the Chair

The Chair thanked everyone for attending and put forward his deepest condolences to Denise House and her family on the passing of her mother.

03.11.02 To receive and consider apologies for absence

Apologies for absence were received from Cllr. Denise House.

03.11.03 Declaration of interest in items on the Agenda

There were no declarations of interest.

03.11.04 To approve and sign minutes of the Parish Council Meeting held on 1st September 2025

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

03.11.05 Matters arising from the minutes not already on the Agenda

01.09.06 – RGlazebrook had completed all the necessary paperwork for co-option to the council. Clerk to forward Register of Interests to BC. **Action: Clerk**

All other matters arising were items on the Agenda for discussion later in the meeting.

03.11.06 Public Question Time

Several members of the public were present at the meeting wishing to have input on items later on the Agenda. This was agreed.

Deborah Morgan-Davies attended the meeting to offer her services as a parish councillor. ABeasley proposed she should be co-opted to the council, seconded by RGlazebrook with all in favour. DMorgan-Davies was then elected as a councillor to the PC. Acceptance of Office and Register of Interest documentation was issued for completion which will be required for the next meeting. **Action: DM-D**

03.11.07 Reports from the councillors of NCC and BCKL&WN

Cllr Beales apologised for being unable to attend recent meetings due to being leader of the Council and the work involved with regard to the Local Government Re-organisation. However, decisions had now been made and his work load back to normal. He reported that the BC had voted unanimously on the proposal for 3 unitary councils as the best solution for Norfolk, but ultimately the Government would be making the final decisions. Elections will be held in May 2026 for a Norfolk/Suffolk combined authority headed up by an elected Mayor. Cllr Beales advised that he still had £1k in his Community Fund (shared by all his PC's) which could be used toward a community project.

Cllr Dark reported as follows:

Devolution and Local government reform (LGR)

Devolution of powers from Westminster has been a long-running discussion spanning this and the previous government – with key discussion points around 'exactly what powers and what funding comes with it' at the forefront. What has changed is this government has firmly expressed its desire to add to this 'Local government reform' as it considers a directly elected Mayor for Norfolk and Suffolk and fewer councils will provide clarity and streamlining and cost saving opportunities. It is clear from published papers on the topic and letters from Ministers that they are really pushing this agenda and they, not Norfolk will be the decision makers on any final model chosen. If this does happen it will be the biggest change to local democratic structures since 1972 with both the County Council and Boroughs replaced by a new entity or entities. Albeit the Parish Councils will remain as they are – effectively the layer/s above changing.

Norfolk's councils were asked to come up with a preferred model under a Mayor for Norfolk and Suffolk. They could not agree. Several Boroughs, including West Norfolk have proposed a 3 district model, the

County council has proposed a single pan-Norfolk model and South Norfolk has proposed a two district model.

I, as a County Councillor and as a West Norfolk Borough Councillor was asked to vote for the preferred option to go forward in both council chambers and voted that both should. On the basis that; I have probably a fair degree of insight as was both the Leader of WNBC and a Cabinet member for children's services at NCC.

Both councils were asked to put forward a proposal to central government – if they could agree all the better, but they could not. Both councils have put forward proposals which as you would expect emphasise the strengths of their approach and downplay the risks attached.

We are not the decision makers – Ministers are – if we did not put forward all the options for them to consider at the appropriate time when there are major risks like disruption to key services like adult social care, children's services, Fire and Rescue and major implications around finances, long-term affordability etc and democratic coverage, we would be doing Norfolk a disservice, with ministers being able to state we had not given them the option or data if they opted for something that proved costly. To prevent an option proceeding would be premature.

Both NCC and WNBC leadership if confident of the strength of their bid should be content for other options to be on the table in these circumstances.

With all bids now submitted the ball is now back with central government with a decision due sometime early in the New Year. As a positive, all councils have agreed to get behind whatever outcome comes forward. I will update as soon as more information is known.

Consultation re next year's (26/27) NCC precept

I reminded councillors of my previously circulated link to NCC's precept consultation closing in mid-December and asked that council, Councillors and individuals looked at the proposals and responded so that their views were heard.

03.11.08

Finance

Approval of payments as follows:

Cash received since last meeting:

Bank interest on Saver Account	£7.39
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Payments made between meetings not yet formally approved

BACS LA Garden Maintenance (August grass cutting)	£55.00
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BACS T Allen (Paint for playground fencing)	£78.30
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BACS LA Garden Maintenance (September grass cutting)	£55.00
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Payments for approval at this meeting

BACS G Welham (Clerk's Salary & expenses)	£306.12
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BACS HMRC (Clerk Tax)	£76.60
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CHQ 622 Royal British Legion Poppy Appeal	£40.00
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Total Expenditure	£611.02
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Balance in current account c/f	£1,678.17
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Balance in business saver account c/f	£2,233.27
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Total balance remaining	£3,911.44
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- Annual Review of donation to St Mary's church. Following discussion it was agreed to keep the donation the same as prior year at £350. Payment to be raised in time for January meeting. **Action: Clerk**
- Annual Review of donation to Royal British Legion Poppy appeal. Following discussion it was agreed to keep the donation the same as prior year at £40. Wreaths already collected.
- Dates for 2026 PC meetings were agreed and would be published on the website and issued to all councillors. **Action: Clerk**
- To discuss/adopt the PC IT Policy. Following discussions, the chair wanted to review in more detail the IT policy that was put forward. B/f for next meeting. **Action: Clerk**
- To agree Clerk salary increase. The Local Government Pay Agreement had been concluded and the Clerk had increased her salary in line with legislation and backdated to 1st April.
- Memory stick was exchanged.

03.11.09 To Review Playground/Defibrillator Monthly Inspections

TA issued the monthly inspection report prior to the meeting. With the help given by volunteers the painting of the fence had been completed. Sincere thanks were given to Helen Chapman and colleagues for their assistance with this task. The annual external review was booked and is due to take place in January 2026.

RGray had forwarded the Defibrillator check list for September and October and would carry out the November check later in the month. It was noted that one set of pads was due to expire in April 2026 but reserve pads have a much later life date. It was also noted that the battery life had reduced to just 50%.

03.11.10 To discuss future of Red Telephone Kiosk

It was unfortunate that Cllr House was unable to attend the meeting as she had previously had a meeting with the School Head (Catherine King) to see if the children of the school would like to get involved. She was very interested in the project and was keen to know more.

However, there were concerns raised that should the PC adopt the phone box; there could be hidden costs to keeping it running, such as the electricity, the increase in insurance, etc. This would need to be investigated further. Cllr Dark suggested that the Clerk contact Snettisham PC who adopted their phone box some time ago to see if they could advise any down side of adopting the kiosk. This was agreed. **Action: Clerk – b/f next meeting**

03.11.11 To Review/Update the Emergency Plan

Again, this was an item that Cllr House had requested previously. It was noted that despite an article in the Newsletter asking for details of anyone with specialist skills that might be useful in an Emergency to come forward, no one had made contact with the Clerk. It was therefore agreed to bring this item forward to the next meeting. **Action: Clerk**

03.11.12 To review outcome of discussions regarding Community Engagement

Cllr House reported prior to the meeting that she had a very positive meeting with the head of Flitcham Academy who pointed out that the school were unaware of many of the village activities, such as the village fete where the PTA would have liked to hold a stall. Also she was very keen that the children from the school would be given the opportunity to train with Dersingham Football Club when they start training at Flitcham. She also stated she would be willing to attend PC meetings in the future.

It was also noted that Cllr House had met with several of the community attending the coffee mornings in the community centre and the monthly Newsletter was well received. MOP Helen Chapman stated she thought the Newsletter was amazing, keeping everyone up to date with what was happening within the community. Also the Flitcham News village group on social media was well used and the Clerk posted information of relevance whenever any item of interest came through. There was also a Flitcham PC website with all council information available for viewing. It was therefore felt the councillors were doing as much as could be expected of them.

03.11.13 To Discuss/Review Contract for Cutting War Memorial Hedge

TA stated that the hedge was in a reasonable condition for the Remembrance Day service at the War Memorial. However the hedge was currently full of birds and felt it would not be appropriate to get it cut. He would however contact Lee Abel to arrange for future cutting in the New Year before the nesting season. **Action: TA**

03.11.14 To Discuss new .Gov email addresses

The clerk was aware that some councillors were experiencing difficulties getting the new .gov email addresses onto their own systems. However, on the day of the meeting Cllr Beasley had eventually successfully been able to get it loaded and Cllr Gray had got his running a few days prior to the meeting. However, Cllr Glazebrook was still having issues. The Clerk was asked to write to Norfolk ALC for advice. She would also arrange for new councillor Deborah Morgan-Davies to be added to the email list. **Action: Clerk**

03.11.15 To Discuss planning application for Fertiliser Pit

A planning application has been put forward for a 'fertiliser lagoon' to be put in place on the outskirts of the village. There were concerns regarding safety issues and unpleasant odours affecting the village if the wind were blowing toward the village. The clerk was asked to write to the BC for more information to ask a) would it be covered, b) how would odour be managed, c) safety issues. **Action: Clerk**

03.11.16 Correspondence

Email ~ BCKL&WN re CIL funding

Email ~ Norfolk Highways re road closure at Houghton

Email ~ Norfolk Police re Police Neighbourhood meeting
Email ~ PFR re flood risk engagement pack and questionnaire
Email ~ Richard Allen re Sports facilities and playing pitches

03.11.17 Business Extra to the Agenda

MOP Roger Young had written to the Clerk to advise that a member of the parish, Richard Day from Abbey Road, had been involved in a head on car collision and had been in hospital. Information was sketchy but it was felt the PC should be made aware.

Robert Timmins had sent apologies for not being able to attend the meeting but wanted to point out that Sandringham Estate had carried out the following work:

- Trimming of the hedge round the village sign
- New pathway to the Social Club installed
- Village sign scheduled to be clean by mid-November

The PC were very appreciative of this work and thanked RT for getting this work carried out. However it was mentioned that although the pathway to the disabled access had been installed, the door could not be opened from the outside because it was a Fire Door. This would need further consideration.

DMorgan-Davies pointed out that the Standing Orders at para 48 needed updating as the Race Relations Act had been replaced by the Equality Act of 2010. The Clerk would get this amended. **Action: Clerk**

03.11.18 Date of next meeting: Monday 5th January 2026. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Send Register of Interest document for R Glazebrook to BC
- Raise payment for St Mary's church for approval at January meeting
- Meeting dates for 2026 to be issued and published
- Contact Norfolk ALC re email issues and add DMorgan-Davies
- Contact Planning regarding new fertiliser pit
- Clerk to amend Standing Orders

T Allen

- Arrange cutting of War Memorial hedge

D Morgan- Davies

- Return completed Register of Interest form at next meeting

Items for next Agenda

Approval of IT Policy

Adoption of Telephone Kiosk

Update of Emergency Plan

The meeting closed at 9:20 pm.