

The Parish Council Meeting of Flitcham cum Appleton Parish Council

Monday 12th January 2026 at 7:30 p.m.

held at The Community Centre, Flitcham

Present: Richard Gray Roger Glazebrook
Denise House Cllr Stuart Dark
Gill Welham – Clerk

Members of the Public: Robert Timmins, Phil Clarke

12.01.01 Welcome from the Chair

The Chair opened the meeting and thanked everyone for attending

12.01.02 To receive and consider apologies for absence

Apologies for absence were received from Cllr. Ann Beasley, Cllr. Deb Morgan-Davies, Cllr. Alistair Beales

12.01.03 Declaration of interest in items on the Agenda

There were no declarations of interest.

12.01.04 To approve and sign minutes of the Parish Council Meeting held on 3rd November 2025

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

12.01.05 Matters arising from the minutes not already on the Agenda

03.11.06 – Unfortunately Cllr Morgan-Davies was not present. Documentation still required.

03.11.13 – Cutting War Memorial Hedge. As TA no longer on the PC, the Clerk asked to get quotes for this plus grass cutting of the playing field. **Action: Clerk**

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

12.01.06 Public Question Time

PClarke mentioned the overgrown hedge along Abbey Road necessitating MOP to walk into the road to pass the property. It was felt the first course of action would be for a Councillor to have a quiet word with the tenant, however as RT, the Estate Manager was attending the meeting, he offered to deal with the matter directly.

RT advised there had been 2 incidents of fly tipping along Abbey Road causing the Estate unnecessary costs. This is becoming an issue everywhere and villagers are asked to keep vigilant and report. Cllr Dark advised the BC has a link on their website where incidents can be reported.

12.01.07 Reports from the councillors of NCC and BCKL&WN

Cllr Dark reported that County are in the process of finalising the budget. Cost pressures are still there and the challenge now is that the Rural Services Support Grant that was already diminishing has now gone completely which would add an additional 1% to the overheads. Norfolk CC will be raising Council Tax by 4.99% which is the maximum increase allowable resulting in the public being asked to pay more in order to just stand still financially.

Devolution – NCC has appointed an Election Officer as they feel elections should take place in May. However Central Government ultimately make the final decision and this is needed by February in order to comply with electoral deadlines. If no elections take place for Mayor this year, it will roll over for yet another 12 months.

Gritting – NCC publish a map of Norfolk highlighting gritted routes. The link to the page could be advertised on social media. **Action: Clerk**

12.01.08 Finance

Approval of payments as follows:

Cash received since last meeting:

Bank interest on Saver Account	£6.52
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Payments made between meetings not yet formally approved

BACS	LA Garden Maintenance (October)	£82.50
D/D	Information Commission Office	£47.00
BACS	LA Garden Maintenance (November grass cutting)	£55.00

Payments for approval at this meeting		
BACS	G Welham (Clerk's Salary & expenses)	£317.22
BACS	HMRC (Clerk Tax)	£75.00
BACS	St Mary's Church (Donation)	£350.00
Total Expenditure		£926.72
Balance in current account c/f		£751.45
Balance in business saver account c/f		£2,239.79
Total balance remaining		£2,991.24

- a) The draft Budget was reviewed and following discussions it was agreed necessary to increase the budgeted sum for training to £100. The Clerk was also asked to write to the Flitcham Management Committee re payment of rent for room hire. **Action: Clerk**
- b) It was agreed the Precept would be increased by £200 to £4,600 an increase of 4.5% which is below the maximum increase allowable of 5%. **Action: Clerk**
- c) Two versions of an IT Policy had been put forward. Following discussions RGlazebrook proposed adopting Version B, seconded by DH. Version B was then signed by the Chair and adopted by the PC.
- d) The Councillor's held a separate meeting to review the Clerks salary. There had been agreement to increase the salary scale to SCP level 15 commencing immediately.
- e) Memory stick was exchanged.

12.01.09 To Review Playground/Defibrillator Monthly Inspections

The Annual Review of the playground was carried out recently pointing out that 2 posts on the flat swing were in need of attention. The full report would be forthcoming. Clerk to obtain quotes for the repair. **Action: Clerk**

RGray would forward the January Defibrillator check list in the next few days. 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%.

12.01.10 To review Areas of Responsibility in light of TA resignation

TA has agreed to continue producing the village Newsletter which was very much appreciated. AB usually writes a précis of the minutes for the Newsletter, in her absence DH agreed to write this and forward to TA in this instance. **Action: DH.** Other items such as the Playground Inspections need to be regularly undertaken. RGlazebrook agreed to take on the monthly Inspection of the playground and would contact TA to carry out a handover. **Action RG.** AB has already agreed to take on responsibility for the PC Notice Board. RGray also needs assistance when moving the SAMS units as this needs to be undertaken in pairs. Prospective new councillor Phil Clarke agreed to assist RG with this as and when required. DH also agreed to review the Welcome Pack to establish if the Master copy needed updating. **Action: DH**

RG felt that the PC needed to re-look at the Briefs each councillor was responsible for in light of the fact the PC had several new councillors. **Action: RG/Clerk**

12.01.11 To discuss New Councillor training

The clerk had researched Councillor training on the Norfolk ALC website and an alternative local organisation specialising in PC training and had forwarded information prior to the meeting. As the Agenda was full and not all councillors in attendance, it was agreed that DH would investigate further and the item would be b/f for the next meeting. **Action: DH/Clerk**

12.01.12 To discuss representation at Sandringham Concert meeting

RGlazebrook offered to attend this meeting in place of TA. The Clerk was asked to advise Sandringham of the changes. **Action: Clerk**

12.01.13 To finalise decision on the future of Red Telephone Kiosk

Discussions took place regarding how the phone box could be utilised. As this decision had been discussed many times before, RGlazebrook proposed the box to be adopted, this was seconded by DH. There was one abstention. It was therefore decided to go ahead with adopting the phone box. The Clerk was asked to get the necessary paperwork in place. **Action: Clerk**

- 12.01.14 To Review outcome of Updating the Emergency Plan**
DH advised that some new members of the public had come forward that could be utilised in case of Emergency. DH agreed to update the plan and issue a copy for update on the website etc. **Action: DH**
- 12.01.15 To discuss Flitcham News Social Media**
The clerk felt that it would be unnecessary to have a second social media site just for the PC. She was of the opinion that many residents in the village didn't use social media and several of the PC councillors didn't either and therefore Flitcham News was more than adequate for getting PC information out via this method.
- 12.01.16 To review possibilities of raising funds for the PC**
Having reviewed the budget and realising the cost implications of playground repairs etc. the possibility of raising funds would need to be researched. Cllr Dark advised that Norfolk CC had a link on their website highlighting community grants that were available. He felt it would be wise to sign up as a council to look at additional funding in this way. This link could also be shared to the community as some grants were more relevant to the community than to the PC. **Action: Clerk**
- 12.01.17 To receive an Update regarding school involvement with the PC**
DH advised that the school had dwindling numbers but were trying hard to improve this fact. DH has now taken on a role as Governor at the school which could aid communication with the PC and village in general. The PTA were keen to become more involved with the village and the Headmistress felt the children could get involved with projects for the phone box.
- 12.01.18 To review PC Donations under Section 137**
The clerk explained that legislation is in place to ensure that donations are not abused. A set maximum figure per electorate can be donated in any one financial year. The PC keep all donations to a minimum.
- 12.01.19 To Receive an Update re Football Pitch usage**
The clerk had tried to make contact with Edward Cross but had not been successful and therefore contacted Robert Timmins who made comment as follows. Training sessions started in November 2025 and one / two sessions were held. There was mixed feedback re the condition of the pitch i.e. whether it would need levelling for future use. Consideration was therefore being held regarding the use post next summer. Aside from Dersingham FC, an expression of interest has been received from another local club who may wish to use the facility moving forwards.
- 12.01.20 To Agree clear objectives and priorities for 2026**
As discussed at point 10 above, allocation of areas of responsibilities (Briefs) need to be looked at for all councillors in order that too much doesn't fall on just one person. It was agreed that both RG and the Clerk would look at the areas of responsibility held in the past to ensure everything that is required of the PC is covered. **Action: RG/Clerk**
- 12.01.21 To discuss Permissive Pathways**
A discussion took place regarding historic pathways around the Sandringham Estate. It was pointed out that the agreement offered from EParsons in 2021 placed too much liability on to the PC, something that we could not agree to. It was agreed that needed to be re-investigated in light of the recent discussions the PC had held with the Sandringham Estate Land Agent. **Action: b/f March meeting**
- 12.01.22 Correspondence**
Email ~ BCKL&WN re Planning Application for Flitcham House wall – *of the councillors allowed to make comment (conflict of interest) the PC had responded they had no objection to the application.*
Email ~ BCKL&WN re Planning Application for Flitcham House, removal of trees.
Email ~ BCKL&WN re 3G football pitch location
Email ~ BCKL&WN re Parish Precept
Email ~ Sandringham Estate re January meeting
Email ~ Norfolk CC Highways re completion of Hillington Road pathway
Email ~ Norfolk Highways re road closure at Houghton
Email ~ from Norfolk CC re Government Consultation of Local Government reform.
- 12.01.23 Business Extra to the Agenda**
There were no additional items to discuss.
- 12.01.24 Date of next meeting: Monday 2nd March 2026. Commencing 7:30pm**

Action to be taken by the next meeting:

Clerk

- Notify BC re DMD new Councillor and the resignation of TA
- Obtain quotes for grass cutting/war memorial hedge cutting
- Write to Management Committee re payment of rent for meetings
- Publish NCC gritting routes
- Request Precept
- Obtain quotes for repair of Playground
- Advise change of attendee at Sandringham meeting
- Contact BT re adoption of telephone kiosk
- Look at NCC website link re Community Grants

R Gray

- Review allocation of briefs for Councillors

R Glazebrook

- Liaise with TA re handover of Playground Inspections

D House

- Prepare précis of Minutes for Newsletter
- Research options for councillor training
- Update/Issue revised Emergency Plan
- Review Welcome Pack

D Morgan- Davies

- Return completed Register of Interest form and Code of Conduct at next meeting

Items for next Agenda

Permissive Pathways

Councillor Training

The meeting closed at 9:35 pm.