The Parish Council Meeting of Flitcham cum Appleton Parish Council
Monday 2nd March 2026 at 7:30 p.m.
held at The Community Centre, Flitcham

Present:	Richard Gray	Roger Glazebrook
	Ann Beasley	Deb Morgan-Davies
	Cllr Stuart Dark	Cllr Alistair Beales
	Gill Welham – Clerk	

Members of the Public: Robert Timmins, Phil Clarke, Dinah Lilley, Debbie Woods

02.03.01 Welcome from the Chair
The Chair opened the meeting and thanked everyone for attending

02.03.02 To receive and consider apologies for absence
Apologies for absence were received from Cllr. Denise House

02.03.03 Declaration of interest in items on the Agenda
There were no declarations of interest.

02.03.04 To approve and sign minutes of the Parish Council Meeting held on 12th January 2026
The minutes were approved as a correct record and signed by the Chair.

02.03.05 Matters arising from the minutes not already on the Agenda
12.01.06 The Clerk had made a public apology in the Newsletter regarding the upset caused by this item.
12.01.07 A link to the NCC Highways map regarding gritting has been posted on social media
12.01.08a The Clerk obtained an invoice from the Community Centre for meeting room hire
12.01.08b The Precept has been requested
12.01.09 The Clerk has obtained quotes regarding Playground repair
12.01.13 The Clerk has started the process to adopt the telephone kiosk
12.01.16 The Clerk has started the initial claim for a Grant to assist with playground repairs
All other matters arising were items on the Agenda for discussion later in the meeting.

02.03.06 Public Question Time
One MOP was attending the meeting to follow up on her email to the PC regarding dog fouling. She had nothing further to add but was in attendance to listen to the discussions on how the PC plan to deal with the matter.

02.03.07 Reports from the councillors of NCC and BCKL&WN
Cllr Dark reported that work on the Local Government Reform and Devolution were continuing locally despite the elections planned for May. It will be the largest change to the running of local government in 50 years. Once we are in PURDAH no major decisions can be made hence Norfolk CC have withdrawn from the planning of LGR intending to pass the matter over to the newly elected Council. SD advised that he would not be standing in the May elections, not least because of boundary changes which make the new Ward catchment no longer practical.
Cllr Beales congratulated RGray and the PC on arranging the public meeting with Sandringham Estate which he felt was well organised and helped appease the MOP's that attended the meeting. He added that he was delighted the elections were going ahead but relations with the 8 councils involved with LGR were not as happy as they had initially been, but work continues until we reach PURDAH dates. But it is hoped there will be a stable transition when the time comes. The Budget for the BC was accepted at 2.99% increase which equates to an additional c. £5 to Council Tax. Nearly 45% of Council Tax goes to the Internal Drainage Board as the BC collect on their behalf, however they are not capped on how much increase can be requested, unlike the BC. £500k has been set aside as a Community Fund, details of grants will be available for certain projects in due course.
It was also noted that Cllr T Allen had retired from the Council and that a letter of thanks should be sent to him for all the work he carried out on behalf of the PC. The Clerk was asked to arrange this. **Action: Clerk**

02.03.08 Proposal for co-option of New Councillor
Cllr RGray proposed that Phil Clarke be co-opted to the PC, this was seconded by Cllr AB, and all were in favour. Documentation had been sent in advance to PClarke, and the ROI completed. The Acceptance of

Office was duly signed and witnessed. The Clerk was asked to forward the ROI to the BC for their records. **Action: Clerk**

02.03.09 Finance

Approval of payments as follows:
Cash received since last meeting:

	Bank interest on Saver Account	£0

Payments made between meetings not yet formally approved

BACS	The Play Inspection Co (Annual Inspection)	£140.40

Payments for approval at this meeting

BACS	G Welham (Clerk's Salary)	£298.64
BACS	HMRC (Clerk Tax)	£74.80
BACS	Village Hall & Community Centre Rent	£165.00
	Total Expenditure	£678.84
	Balance in current account c/f	£72.61
	Balance in business saver account c/f	£2,239.79
	Total balance remaining	£2,312.40

a) The Clerk advised that £200 had been transferred on 23rd Feb from the Business Saver account to the Current account in order to keep the account in credit.
b) It was agreed that Rosalin Langley carry out the Internal Audit on behalf of the PC at year end.
c) It was agreed that the PC need an additional signatory on the bank. Cllr DM-D agreed to undertake this role. The Clerk was asked to arrange documentation. **Action: Clerk**
d) Memory stick was exchanged.

02.03.10 To Review Playground/Defibrillator Monthly Inspections

Cllr RGlazebrook has not yet undertaken a handover from TA for the Playground monthly checks. He would ensure this would be carried out in the near future. **Action: RGz.**

RGray had carried out the Defibrillator check for February and he would liaise with PC to organise a handover to him moving forward. It was noted that the battery life was at 50% and the pads were due to expire 28th April 2026, although spares were in the cabinet ready to replace. The Clerk was asked to obtain prices for replacement spare pads. **Action: Clerk**

It was also noted that the SAMS display unit is in need of replacement batteries. The Clerk was asked to obtain prices from Westcotec for this. **Action: Clerk**

02.03.11 To Discuss Quotations for Playground repair and Agree Repeat Order

The Clerk had arranged quotations for the work that needs to be carried out on the Playground and it was agreed that Online Playground should be used once more. She had started the process to claim funding to assist with the cost but had not received any acknowledgement. Cllr Dark had backed the application and would chase up to obtain an update. **Action: Clerk**

It was also agreed that the PC should put forward the repeat order form with the Play Inspection Co as the cost had not increased for several years. **Action: Clerk**

02.03.12 To arrange date for Councillor Training

It was agreed that the Clerk would issue the training dates once more and ask Councillors to advise exactly which dates would suit. The Clerk would then establish the most suitable date and book the Community Centre and finalise the training date with Norfolk ALC. **Action: All/Clerk**

02.03.13 To receive update re Sandringham Concert meeting

Cllr RGz attended the meeting on behalf of the PC and his report had been issued. It was also covered in the recent Newsletter. There were discussions regarding times of the performances and the fact that anyone travelling via public transport would have experienced difficulty as the last trains had already departed from the station before the end of the event. There was some discussion regarding the possibility of camping being available. A further meeting was planned but no date had yet been set.

02.03.14 To discuss email from MOP re parking/speeding on Abbey Road

Following discussions, councillors had not noticed inconsiderate parking along Abbey Road. It was agreed that without evidence, little could be done. Photographic evidence would help the PC to understand the issues, and then maybe get it addressed. With regard to the speeding, the SAMS unit have actually proved the mean speed average was only 27mph. The perception is that cars are going faster, but the units prove otherwise. The Clerk would write to the MOP to explain this. **Action: Clerk**

02.03.15 To discuss email from MOP re dog fouling

The PC had received an email from a MOP relating to the fact that owners are not picking up after their dogs. There is a PSPO in place, however this isn't really effective unless the culprit is caught in the act and there is actual proof. The PC have 3 Dog Bins in place and dog walkers can also take the waste home with them and put in their own black bins. Signs have been put up in various locations around the village to remind dog walkers and everyone should be encouraged to be vigilant and call it out when someone is seen to not pick up the waste. Cllr Dark advised that one village asked children at the local school to design posters about using the dog bins. The posters were then pinned up around the village and there was a prize for the best poster. It was agreed that this should be considered and Cllr DH would be asked to liaise with the school to see if this was a possibility. A dog bin map should be posted on social media to remind dog walkers. **Action: Clerk**

02.03.16 To Review and finalise grass cutting contract

The clerk advised that she had received a quotation from LA Garden Maintenance. She had also asked for a quote from Peter Farrow who had been unable to quote as he didn't have the appropriate machinery. He had recommended Stephen Hansed but his quote had not been received in time for the meeting, despite stating a decision would be made at the March meeting. The PC therefore agreed to continue with LA Garden Maintenance. The Clerk would arrange for the contract to be prepared and forwarded for signature. **Action: Clerk**

02.03.17 To review and agree Councillor 'Briefs'

Cllr RGray had prepared a list of briefs that needed to be overseen by councillors. AB agreed to oversee the PC Notice Board, deliver the Newsletter, monitor the library within the Bus Shelter. PC would assist RGray with the 3 weekly moving of the SAMS units. Clerk to forward the R/A to ensure he is aware of the risks. (**Action: Clerk).** PC would also monitor the Defibrillator. DM-D would become a signatory of the bank and monitor the financial transactions and keep the Welcome Pack updated. DH would continue as school liaison. RGz would take on the Playground inspections from TA.

A PC representative to sit on the Management Committee is still required as is overseeing the function of the phone kiosk once the PC take possession. It is possible to deal with any Planning applications as and when they arise.

DM-D husband has kindly offered to keep the telephone kiosk cleaned.

02.03.18 To discuss fundraising via Dog Bins/Clothing Bins

The PC discussed raising funds by an organisation offering to sponsor a dog bin. In essence the PC are happy with this but feel sponsorship should be a price per bin per annum. DH to liaise with the organisation and establish what they are willing to pay. With regard to the clothing bin it was felt more information was needed and a location established. It was pointed out that access for a lorry to pick up a bin has to be considered. Size of bins and dimensions were needed. **Action: DH**

02.03.19 To review and finalise Welcome Pack and Emergency Plan

It was pointed out that the village had some new residents in Abbey Road that would need a Welcome Pack. DM-D would arrange to get a copy to them. The Pack was in the process of being updated. With regard to the Emergency Plan, DH was engaging with volunteers before finalising. **Action: DH**

02.03.20 To discuss Permissive Pathways

Robert Timmins made comment that there were issues around the dog fouling problems on the pathways and no definitive answer had yet been reached.

02.03.21 Correspondence

Email ~ Gladiator Events re Trek 24 Sandringham event
Email ~ BCKL&WN re planning application at Abbey Road
Email ~ BCKL&WN re link to CIL briefing
Email ~ BCKL&WN re Local Plan briefing
Email ~ Sovereign Play issuing quote for repair

Email ~ BT Payphones re adoption of kiosk
Email ~ Jessica Williamson re complaint regarding article in Newsletter
Email ~ S Gooch re parking on Abbey Road
Email ~ D Woods re dog fouling

02.03.22 Business Extra to the Agenda

DM-D advised the Highways sign was still down. She also asked if it would be better to have more meetings per year than have lengthy agenda's to get through every other month. This was not considered to be a real option and unlikely to be advantageous. She also felt that it would be helpful to have a PC table at the regular coffee mornings.

AB commented that a letter from the Estate was sent to all tenants in the village re dog fouling which caused some consternation as some tenants felt they were being singled out when the issue was village wide. AB felt we should be encouraging residents to contact the PC in the first instance rather than The Estate which could risk an overly official response to a relatively small issue that could be dealt with by the PC.

PC advised that the hedge in Abbey Road still hadn't been cut apart from a cursory trim and the tenants had stated that it was due to the integrity of the wall. Clerk was asked to forward the correspondence to RT from the Estate. If it was a Highways issue, Clerk also to send to Highways for action. **Action: Clerk**

RG advised the PC of his intention to resign/retire at the May AGM.

02.03.23 Date of next meeting: Monday 18th May 2026. Commencing **7:30pm**

Action to be taken by the next meeting:

Clerk

- Notify BC re PC new Councillor
- Arrange paperwork for addition of new signatory
- Obtain quotes for replacement Defib pads
- Obtain quote for replacement batteries for SAM unit
- Chase Cllr Dark re grant for playground
- Send off repeat order form for Play Inspection
- Finalise Councillor Training date
- Write to MOP re parking issues
- Obtain Dog Bin map
- Prepare contract for grass cutting
- Forward R/A to PC

R Glazebrook

- Liaise with TA re handover of Playground Inspections

D House

- Liaise with school re Dog Bin posters
- Finalise Emergency Plan

ALL

- Forward dates to Clerk for training

Items for next Agenda

The meeting closed at 9:25 pm.