

The Parish Council Meeting of Flitcham cum Appleton Parish Council

Monday 6th July 2026 at 7:30 p.m.

held at The Community Centre, Flitcham

Present: Roger Glazebrook Ann Beasley
Denise House Deb Morgan-Davies
Phil Clarke
Gill Welham – Clerk

No Members of the Public were present.

06.07.01 Welcome from the Chair

The Chair opened the meeting and thanked everyone for attending. He then asked for a minutes silence to remember past councillor Roger Young, a valued and respected resident of the village who sat on the Parish Council for many years.

06.07.02 To receive and consider apologies for absence

Apologies for absence were received from Cllr. Alistair Beales

06.07.03 Declaration of interest in items on the Agenda

There were no declarations of interest.

06.07.04 To approve and sign minutes of the Parish Council Meeting held on 18th May 2026

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

06.07.05 Matters arising from the minutes not already on the Agenda

18.05.02 RG to sign Acceptance of Office. This was completed at the meeting.

18.05.06 DMD additional signatory update. Unfortunately DMD had been unable to progress this. It was therefore agreed that RG should become a signatory and the Clerk was asked to arrange documentation and forward to RG. **Action: Clerk**

18.05.09 (d) The Certificate of Exemption and AGAR had been forwarded to the External Auditor

18.05.09 (f) Insurance renewal payment was made in good time.

06.07.06 Public Question Time

No members of the public were present.

06.07.07 Reports from the councillors of NCC and BCKL&WN

Reports had not been received from either Cllr. Lee Jarvis or Cllr. Alistair Beales.

RG updated the meeting regarding the Teams Meeting he attended in respect of the Sandringham Flower Show taking place 22nd to 26th July. The build will commence from 28th June until to 12th July. Sandringham are expecting 15,000 visitors per day resulting in a lot of traffic. The main issue for Flitcham will be the possible diversions through the village.

06.07.08 Finance

Approval of payments as follows:

Cash received since last meeting:

Bank interest on Saver Account	£5.83
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Payments made between meetings not yet formally approved

BACS T Allen – A4 paper for Newsletter	£43.73
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BACS Clear Council Insurance	£571.16
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BACS Norfolk ALC – Website hosting	£111.72
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BACS LA Garden Maintenance (May grass cutting)	£60.00
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Payments for approval at this meeting

BACS G Welham (Clerk's Salary)	£323.56
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BACS HMRC (Clerk Tax)	£81.00
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BACS LA Garden Maintenance (June grass cutting)	£60.00
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Total Expenditure	£1,251.17
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Balance in current account c/f	£2,711.99
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Balance in business saver account c/f

£2,051.25

Total balance remaining

£4,763.24

a) Register of Assets. This document was issued prior to the meeting, reviewed and agreed.

06.07.09 To Review Playground/Defibrillator Monthly Inspections

CLlr RGlazebrook will make sure the playground reviews are undertaken to ensure the playground remains safe. Holidays have made it difficult to liaise with TA. **Action: RGz.**

PCC had carried out the Defibrillator check. The spare pads have now been placed on the machine and replacements purchased.

It was also pointed out that the SAMS unit agreement the PC signed when it was installed states the units must be moved every 3 weeks. This has not been carried out for some time. PCC stated he would contact RGray to understand what was involved and both PCC and RG would arrange to oversee this moving forward. **Action: PCC**

06.07.10 To Discuss/Agree budget for purchase of Laptop

The Clerk had opened a Credit Account with Curry's in order to purchase a laptop. She had reviewed/tested several laptops; most of those suitable were in the £350 price range. However, Dell are currently holding an online Sale and an excellent spec Dell was available for purchase direct reduced from £569 to £349. £58.17 of that being VAT can be claimed back at the end of the financial year. Following discussions it was agreed that the Clerk should purchase this item direct from Dell and claim back the cost accordingly. **Action: Clerk**

06.07.11 To establish Allotments within village

The Clerk had written to Sandringham to ask about the Allotments within the village and was given the contact number of one individual. Having contacted this person, she was told that there was only the one allotment which was used by him. As Sandringham representative wasn't at the meeting, the matter was closed.

06.07.12 To discuss footpaths around Sandringham

DH had contacted RT for an update and he was appreciative of the work the PC were carrying out with regard to dog fouling. He also advised that Permissive Pathways was currently on the Agenda with the Estate.

06.07.13 To conclude decision with regard to Telephone Kiosk

Following the last meeting, the Clerk had gained further information with regard to the Kiosk. The PC had received confirmation that the kiosk was a listed building and therefore could not be removed. With implications of hidden costs etc. it was decided that the PC would not adopt the kiosk. Clerk to confirm with BT. **Action: Clerk**

06.07.14 To discuss the possibility of a Memorial Bench

It was discussed at the meeting that the Parish Council would like to consider a suitable way to commemorate Roger Young, in recognition of the significant contribution he made over many years. This was an initial discussion only and it was considered that this was something that needed careful, considered, sensitive thought, taking into account that Roger's funeral was to be on the day following the meeting, and to consider the thoughts of his family. The matter will be on the Agenda for the next meeting when we will be better positioned to deal with it. **Action: b/f next meeting**

06.07.15 To discuss the possibility of Bus Shelter Sponsorship

It was agreed that this was an idea that could be beneficial as the bus shelter was in need of a makeover. PCC offered to contact the Ffolkes Arms to see if they would be interested in doing something. It was also suggested that as LIV were an organisation operating in the village, they should also be approached. **Action: PCC**

06.07.16 To discuss Dogs off Leads within the village

This item had been added to the Agenda as there was a definite issue regarding dog etiquette by some dog walkers within the village. It was therefore agreed that an article for the Newsletter would be prepared and placed in the Newsletter. **Action: PCC**

06.07.17 To discuss Highways/Rangers verge maintenance

PCC had raised the issue of overgrown verges on Abbey Road. The maintenance of verges is undertaken by Highways Ranger visits approximately 3 to 4 times per year. The PC usually receive an email to advise their

upcoming visit to give the PC the opportunity to highlight certain issues that require attention. In the interim, the Clerk and DMD have completed an online form regarding this, in particular to highlight the issue of brambles appearing from under a wall on Abbey Road.

PCC also commented on the condition of the footpath by the Church leading to Flitcham Hall which was now becoming dangerous due to the brambles blocking much of the footpath. The Clerk was asked to write to the Estate to establish if they were in a position to clear this. **Action: Clerk**

06.07.18 To review Roles and Responsibilities/Mini committees

RG – Playground Inspections

PCC – Defibrillator, SAMS movement (with assistance from RGz)

DMD – Welcome Pack

AB – Deliver Newsletter, Notices, Bus Shelter

DH – Sandringham liaison

Planning would be reviewed case by case.

06.07.19 To discuss maintenance of Dog Bins

The Clerk had written to the BC to seek advice re the condition of the bins within the parish. They visited site and have confirmed that they are in a satisfactory condition currently, although the bin near the Church would probably need to be replaced next year. They have also offered to reposition the bins to the correct height and stabilise the posts. This offer was gratefully accepted.

Following discussions it was agreed that PCC would contact the King's Lynn Free paper to establish if the PC could get an article in regarding the sponsorship from Pooch's. **Action: PCC**

06.07.20 Correspondence

Email ~ TRO Norfolk re road closures for RHS Sandringham Flower Show

Email ~ Cllr Lee Jarvis re NCC weekly update

Email ~ TRO Norfolk re road Sandringham road closure for patching work

Email ~ Textile Recycling re Clothing Bank

06.07.21 Business Extra to the Agenda

PCC stated he was going to review some templates for download from the Norfolk ALC site regarding policies he feels the PC should have in place.

The Clerk had received an email that afternoon from the Norfolk Fire Brigade regarding the current fire risk.

It was agreed posters would be placed in various locations around the village. **Action: AB/PCC**

06.07.22 Date of next meeting: Monday 7th September 2026. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Arrange paperwork for addition of RG as new signatory
- Purchase laptop as agreed
- Confirm to BT regarding non adoption of kiosk
- Contact RT re footpath near church

R Glazebrook

- Liaise with TA re handover of Playground Inspections
- Arrange for additional signatory at bank

P Clarke

- Liaise with RGray re movement of SAMS units
- Bus shelter sponsorship
- Article for Newsletter re Dogs off Leads
- Contact Free Paper re article for dog bins
- Produce posters re Fire Risk

Items for next Agenda

- Memorial bench

The meeting closed at 8.30 pm.