

The Parish Council Meeting of Flitcham cum Appleton Parish Council

Monday 7th September 2026 at 7:30 p.m.

held at The Community Centre, Flitcham

Present: Roger Glazebrook (RG) Ann Beasley (AB)
Deb Morgan-Davies (DM-D) Phil Clarke (PCC)
Cllr. Lee Jarvis Cllr. Alistair Beales
Gill Welham – Clerk

Members of the Public (MOP): Colin Lukey (CL)

07.09.01 Welcome from the Chair

The Chair opened the meeting and warmly welcomed Cllr. Jarvis to his first meeting at Flitcham PC, as well as MOP Colin Lukey and the remaining Councillors.

07.09.02 To receive and consider apologies for absence

Apologies for absence were received from Cllr. Denise House. (DH)

07.09.03 Declaration of interest in items on the Agenda

There were no declarations of interest.

07.09.04 To approve and sign minutes of the Parish Council Meeting held on 6th July 2026

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

07.09.05 Matters arising from the minutes not already on the Agenda

06.07.09 ~ RG to liaise with TAllen regarding playground checks. Update: RG now carried out checks on the playground and produced an Inspection and Risk Assessment document for the records.

~ PCC to liaise with RGray regarding moving of the SAMS units. Update: PCC along with RGray completed the move 05.09.26

06.07.10 ~ Clerk to purchase laptop – this has now been purchased.

06.07.13 ~ Clerk to advise BT that the PC would not now be adopting the phone kiosk. Done.

06.07.16 ~ PCC to prepare an article for the Newsletter re dogs off leads – Actioned.

06.07.17 ~ Clerk to write to the Estate re footpath by the Church – Done.

06.07.19 ~ PCC to contact the Free Paper to get an article placed re Pooch's sponsorship. Update: Article placed.

06.07.21 ~ PCC/AB to place Notices at locations within village regarding Fire Risk. Done

07.09.06 Public Question Time

C.Lukey updated the PC regarding the running costs for the Community Centre, with electricity being a large part of the costs. The Management Committee were looking to place Solar Panels within the grounds at the back of the Centre as HRH King Charles does not want them placed on the roof. They have made application to the Borough Council for a Grant towards the cost. Planning permission will be required for such work and a local architect has offered to assist with producing the plans that will be required alongside the planning application. There are also plans to upgrade and extend the kitchen as it is very small for the current needs of the Centre. CL suggested that it would be beneficial to both the Management Committee and the Parish Council to set up a fund raising sub committee consisting of members from both the MC combined with 2 members of the PC. He also suggested that the PC could make a contribution to the project as it is used by the PC. The Clerk pointed out that the PC are governed by legislation on how much money can be donated annually which has to be recorded separately in the accounts. This financial year the per capita expenditure must not exceed more than £11.60 per elector. The PC already have commitments such as the Poppy Appeal and the annual Church donation and extra expenditure has not been budgeted. The latest Electoral Register dated February 2026 shows just 137 individual voters within Flitcham and 10 within Appleton.

Action: RG

07.09.07 Reports from the councillors of NCC and BCKL&WN

Cllr. Jarvis had sent emailed reports prior to the meeting and confirmed he would send them either monthly or bi-monthly moving forward. He also has a Facebook page that he will keep updated with relevant information. News had been released today concerning the LGR plans. Government has put all plans on hold until further notice.

Cllr Beales reported that he was sure LGR would be given more focus once the Conference season had ended. However, Borough Council Elections will definitely go ahead next May. He advised that the £500k community fund was open and it was hoped the funding would be spread around West Norfolk, rather than being King's Lynn dominated. He advised that Planning were likely to look favourably on renewable projects which would likely assist the Community Centre project. There was also an Emergency Fund available to assist with genuine Emergency needs/costs.

07.09.08 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 (June grass cutting)	£60.00
BACS Gill Welham (laptop & McAfee)	£363.99
BACS Norfolk ALC (Councillor Training)	£120.00
BACS LA Garden Maintenance (July grass cutting)	£90.00

Payments for approval at this meeting

BACS G Welham (Clerk's Salary)	£298.84
BACS HMRC (Clerk Tax)	£74.60

Total Expenditure	£1,007.43
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Balance in current account c/f	£1,764.56
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Balance in business saver account c/f	£2,051.25
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Total balance remaining	£3,815.81
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- a) **To Review and update Standing Orders:** This document was issued prior to the meeting, reviewed and signed off by the Chair.
- b) **See Agenda Item 12 re remaining Policies forwarded for approval.**

07.09.09 To Review Playground/Defibrillator Monthly Inspections

Cllr RGlazebrook issued the recent Inspection Report making note of the uneven surface of the playground due to mole issues etc that needs attention. One Balance Post also needs some work as one end partly damaged which RG will attend to. Also some of the wooden beams will need wood preservative applied in due course.

PCC had carried out the Defibrillator checks and issued the report.

07.09.10 To complete additional documentation for Barclays new mandate

All documentation had been printed off and final sign off completed at the meeting. The Clerk will now upload documents to the Barclays website which should add the additional signatory. **Action: Clerk**

07.09.11 To discuss PC's needs for village Newsletter and Flitcham News (social media)

It was discussed that the Newsletter was not purely for the PC but contained village news. Cllr. AB writes up the PC content for the Newsletter which goes into the Newsletter unedited. The remaining space is filled with interesting items of note to the Community. The PC assists with funding the cost of the paper. With regard to the social media; Cllr RG was concerned that it had been overtaken by adverts. This has been addressed by the need for posts to have admin approval before being made public. It was also pointed out that the PC posts show as the Clerks name rather than Flitcham PC and the Clerk would look at the possibility of setting up a Flitcham PC icon for posting on the site. **Action: Clerk**

07.09.12 To discuss Policies the PC need to put in place

As there were many policies to review, including those supplied by the Clerk under item 07.09.08 b), Cllr RG suggested a sub-committee be appointed to go through all the policies. That sub-committee could then submit proposed Policies to be sanctioned at the next meeting. RG suggested the sub-committee should meet within the next 3 weeks and forward their proposals by 28th September. Sub-committee would comprise Cllrs. PCC, DM-D, DH. **Action: PCC, DM-D, DH**

07.09.13 To review and discuss Funding Opportunities

Following discussions, it was agreed that the PC should consult with the residents to establish their thoughts on what was important before any proposals for funding were put forward. **Action: DM-D**

07.09.14 To receive an update on Bus Shelter Sponsorship

Cllr PCC had made contact with a couple of organisations and received no response. It was also discussed that despite best efforts, the bus shelter was once again overrun with books, puzzles etc. Cllrs are exasperated that despite repeated requests to keep books to just the one shelf, this is ignored. It is of concern that this could be deemed a H&S issue. **Action: Monitor**

07.09.15 To discuss Play Area/Grass Cutting contract

The Clerk produced the contract for the current season and it was agreed that this would be reviewed in the Spring. Cllr. PCC had looked at legislation and pointed out that cutting back the hedge could have been undertaken during the bird nesting season if the area was deemed to be a danger to the public, this was clearly the case. The Clerk was asked to contact the current contractor to establish they hold Public Liability insurance. **Action: Clerk**

It was also discussed that a MOP had taken action to trim the war memorial hedge himself, which although very much appreciated, the PC could be held responsible if anything had happened to said gentleman. The PC's insurance would unlikely cover such actions. The Clerk was asked to write to the MOP, thanking him for his efforts, but to ask him to refrain from doing so in the future. **Action: Clerk**

Having spoken to the occupant of the property behind the war memorial, they have stated they would be happy to have the hedge taken down to be level with the wall and condensed in width. The Clerk was asked to contact The Estate to establish if this was something they could look at carrying out.

Whilst writing to the Estate, the Clerk was asked to include cutting back the hedge on both sides of the path from the Abbey Road car park to the Play Area as they are all Estate houses. **Action: Clerk**

07.09.16 To discuss the possibility of a Memorial Bench

The Parish Council would like to consider a suitable way to commemorate Roger Young at some point in the future, to recognise the significant contribution he made to the village over many years. However this was something that needed careful consideration and further discussion with various parties. Therefore it was agreed 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**

07.09.17 To discuss review Community Centre key holder

PCC had spoken to the CC Management and was now in possession of a key for the Centre.

07.09.18 Correspondence

Email ~ BC Local Plan re Consultation in September.

Email ~ Alistair Beales re Community Project Fund is now Open.

Email ~ Parishioner raised concerns about content of Newsletter and queried permission sought.

Email ~ Robert Hunter- Clarke NCC attaching letter to parishes

Email ~ Lee Jarvis re parish update and grants available

Email ~ re Temporary Event Notice for Sandringham Apple Pick. Cllr RG pointed out that this event was an annual occurrence and the first time the PC had been advised. The extra traffic was insignificant.

Email ~ NCC re Parish Partnership Funding closing date 1st December

Email ~ Anglian Water re Webinar 3rd September. This was cancelled due to lack of take up and a new date issued.

07.09.19 Business Extra to the Agenda

The Clerk advised that it was usual for the PC to obtain a Poppy Wreath for Remembrance Sunday. She offered to obtain one in time for the next meeting. This was agreed. It was also mentioned that it was normal procedure to obtain one for the Church. The Clerk was advised to contact them direct. **Action: Clerk**

The PC had been contacted by Luna Pizza's to advise they intend to start trading at the school end of Church Road from October until March. They have made contact with the school who have no issues. The Clerk contacted the organisation to ensure they have a trading licence, which they have confirmed. It was pointed out that the PC have no jurisdiction as it's a Highways matter, however we would monitor such things as noise, rubbish, etc. The Clerk was asked to contact Luna Pizza's to advise this. **Action: Clerk**

Cllr Beasley asked about the empty plot of land on the LH side between Well Cottage and No. 7 Abbey Road. It is overgrown and a mess with hedges invading into the next property. It was suggested that this could perhaps be turned into an Allotment although there is no water available on the site. The Clerk was asked to include this question when writing to the Estate. **Action: Clerk**

07.09.20 Date of next meeting: Monday 2nd November 2026. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Paperwork for addition of RG to be uploaded to Barclays
- Set up PC icon for social media
- Contact the Estate re various matters
- Seek public liability requirements for contractor
- Write to MOP
- Obtain Poppy Wreath for PC and Church for November meeting
- Contact Luna Pizza

R Glazebrook

- Establish 2 Councillors for the Fund Raising sub-committee of the Community Centre

DM-D

- To establish residents priorities for funding grants

P Clarke

- Bus shelter sponsorship
- Set up meeting for sub-committee

Items for next Agenda

- Memorial bench

The meeting closed at 9.05 pm.