Flitcham cum Appleton Parish Council

34 Beech Road, Downham Market, Norfolk PE38 9PH
Tel: 07876 136054 Email: clerk@flitchampc.norfolkparishes.gov.uk

Chairperson: Roger Glazebrook **Clerk**: Gill Welham

SUMMONS TO ATTEND MEETING OF FLITCHAM PARISH COUNCIL. MEMBERS OF THE PUBLIC ARE WELCOME.

23 October 2026

Notice is given that a meeting of Flitcham Parish Council will be held on

Monday 2nd November 2026

7.30pm at the Community Centre.

Yours faithfully Clerk

AGENDA

1. **Welcome from Chairman**
2. **To receive and consider apologies for absence**
3. **To receive Declarations of Interest**
   Council Members must declare any personal interests in any item on the Agenda and state whether they are also prejudiced. In the case of a personal interest the Member may speak and vote on the matter. In the case of prejudicial interest the Member must withdraw from the room while the matter is discussed.
4. **To approve and sign minutes of the Parish Council Meeting held on 7th September, 2026**
5. **Matters arising from the minutes**
   07.09.06 ~ RG to liaise with CLukey re Community Centre Fund Raising committee
   07.09.10 ~ Barclays bank mandate. Update: despite all documentation having been forwarded to BB, RG still unable to authorise payment. Several telephone calls have been made and RG now awaiting PINSentry to enable Online banking. Another document has been prepared for signature at the meeting. **Action: Clerk**
   07.09.11 ~ Social Media. Update: The Clerk had investigated setting up a Flitcham PC icon for posting information on social media, however this wasn't as straight forward as originally expected. It was felt that most users of the Flitcham News on Facebook were aware of the Clerk's name and would realise any information posted was information from the Parish Council.
   07.09.12 ~ Policies: this was to be further discussed under Agenda items 8 & 10 below.
   07.09.13 ~ Funding Opportunities b/f - DMD
   07.09.15 ~ Grass cutting: The current contractor has confirmed details of their public liability insurance.
   07.09.15 ~ Hedge cutting: a letter of thanks had been sent to the MOP for carrying out the War Memorial hedge cutting. A separate letter had been sent to The Estate re further hedge cutting who have confirmed this would be carried out.
   07.09.19 ~ Poppy Wreaths for Remembrance Sunday. The Clerk had placed an order for 2 wreaths, one for the Church and one for the PC.
   The Clerk had also written to Luna Pizza's to update them.
   The Clerk had written to The Estate re the empty plot of land regarding the possibility of use as an allotment.
6. **Public Question Time (approx. 7.45pm)**
   Members of the public are welcome and encouraged to listen to the Parish Council proceedings but are not permitted to address the Meeting except at the designated public question time. If any personal matters are to be discussed, the Parish Council has the right to exclude the public but must give notice of this fact.
7. **Reports from NCC, BCKL&WN and Parish Councillors.**
8. **Income & Expenditure / Financial matters**
   ~ Approval of invoices/cheques for payment
   ~ To agree Clerk salary increase in line with Local Government Pay Agreement
   ~ To review and approve updated Internal Controls and Audit Policy
   ~ To review and approve updated Financial Regulations Policy
   ~ To review and approve updated Flitcham Data Protection Policy
   ~ To review and approve updated Privacy Policy

~ Approval of the Filming Notice
~ To review initial budget for 2027/28
~ Annual Review of donation to St Mary's church (for payment in January)
~ Annual Review of donation to Royal British Legion for poppy wreath
~ Agree dates of meetings 2027

9. To review Playground/Defibrillator monthly Inspections Report

10. To discuss Policies required as per previous meeting - PCC

11 To discuss the possibility of a Memorial Bench – b/f previous meeting

12 Correspondence

Email ~ Anglian Water re Webinar slides from 3rd September together with Q and A
Email ~ Alistair Beales re LGR update
Email ~ Fay Crangle re Invitation to participate in Norfolk Police Crime Plan Consultation
Email ~ Robert Hunter- Clarke NCC attaching letter to parishes
Email ~ Lee Jarvis re parish update and grants available
Email ~ Robert Timmins re hedge trimming etc.
Email ~ BCKL&WN re Scoping Consultation presentation
Email ~ BCKL&WN re Bircham Road Closure
Email ~ BCKL&WN re Docking Road Closure
Email ~ BCKL&WN (Bobby Salazar) re Hunstanton Drop-In sessions
Email ~ BCKL&WN re Planning application for tree removal at 39 Church Road.

13 Business extra to the agenda (for discussion only, no decisions can be taken)

14 Date of next meeting: Monday 4th January, 2027 at 7:30pm (to be confirmed)

Close of meeting