



It was also pointed out that this may be Cllr Tilbrook's last meeting as the elections are due prior to the May meeting. The seat is being contested by one other individual that used to cover Castle Acre that is now part of the Flitcham ward which is now called Massingham and Castle Acre Ward. He was wished good luck.

#### 05.03.08 Councillor Reports

Amendments to the plans for Nanaimo Cottage had been received on 4<sup>th</sup> March so were not on the Agenda for discussion. However Planning require an answer by Tuesday 12<sup>th</sup> March, therefore it was imperative to discuss at the meeting. It was felt that the PC could not respond until further discussions with the neighbours that it would most affect. RG offered to get in touch with residents and would respond to the Clerk by Monday at the latest to ensure the PC replied to the Planning department. **Action: RG/Clerk**  
MMortensson advised that she was unable to attend the SNAP meeting but had subsequently received an email regarding big changes for future SNAP meetings. They are going to be less often and in locations such as Hunstanton and Downham Market.

#### 05.03.09 Income & Expenditure/Financial Matters Financial Report

Cheques for approval at this meeting	
513 Clerk's Salary (Gill Welham)	£158.16
514 Flitcham Community Centre	£180.00
515 BCKL&WN (Dog Bins)	£180.96
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Total Expenditure	£519.12
Balance in current account	£1,333.72
Balance in business saver account	£362.95
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Total balance remaining	£1,696.67

The Clerk advised that the financial year ends on 31<sup>st</sup> March 2019 and would be preparing the end of year accounts soon after that date in preparation for the Annual Audit. Noelyne Fuller had agreed to carry out the internal audit again this year and the councillors unanimously agreed to this appointment.

The Clerk had circulated the current Insurance Schedule in advance of the meeting as quotes would be required in time for the May meeting in order to commence cover from 1<sup>st</sup> June. It was agreed the current schedule was sufficient and the clerk was asked to obtain quotes in line with current cover. The defibrillator and cabinet would need to be added to the list of equipment owned by the PC.

The Clerk advised that new NALC pay scales come into effect from 1<sup>st</sup> April 2019. It recommended an increase in Pay Scale 18 from £9.81 per hour to £10.16 per hour. This increase was agreed unanimously.

The USB Memory Stick was exchanged for safe keeping by the Chairman as per the Internal Financial Controls procedures.

#### 05.03.10 Grass Cutting Tender 2019

Adam Fenn had been contacted to establish if he wished to continue with the grass cutting of the Play Area. His quote of £14 per cut is the same as previous years and was considered to be a reasonable price. It was unanimously agreed he should be allowed to continue with the work. The Clerk was asked to prepare a contract to cover the work for 2019. **Action: Clerk**

#### 05.03.11 2019 Elections/Nomination Papers

The nomination packs had been forwarded to all councillors for completion prior to the May election. The packs need to be completed where necessary and the complete document (i.e 14 pages) need to be returned by hand to the Council Offices between the 18<sup>th</sup> March and 4<sup>th</sup> April. MMortensson had agreed to take the documents to the council offices on Monday 25<sup>th</sup> March and requested they be passed to her by Sunday 24<sup>th</sup> March. **Action: MMortensson**

JSmithson advised that she would not be standing for re-election due to health problems. It was completely understood and the Chairman thanked her for all her hard work and hoped that at some point in the future she would feel able to rejoin as a councillor. This would leave the PC with just 4 councillors instead of the required 7.

#### **05.03.12 Parish Partnership Scheme**

The Clerk had received an email from the Hillington Clerk regarding a shared SAMS scheme. Cllr S Dark had attended their monthly meeting where issues with regard to speeding had been discussed. Cllr Dark had offered to fund a joint scheme through the Parish Partnership Scheme to include Hillington and Flitcham. Hillington completed all the necessary paperwork and although the application had passed the deadline date, it was hoped that it would still be accepted for this phase of work. Hillington had received assurances via Highways that there would be no cost to the parishes. Highways would place the posts to house the equipment and all that Flitcham would need to do would be to move the SAMS from time to time in order that it doesn't stay in one place too long. One post would be placed on the bends within the village, the second would be dependent on what Highways felt was an appropriate position. The equipment would be shared over the course of a year 8 months for Hillington and 4 months for Flitcham. It was agreed that it was a win win situation for the Parish. An email had been sent to Cllr Dark to thank him for his generosity.

#### **05.03.13 Emergency Plan**

JSmithson would no longer be a councillor but she would still like to oversee the Emergency Plan. This was a live document, registered with the Borough Council and a document that she had been actively involved with during her time as councillor. It was unanimously agreed that she would keep this document updated and keep the PC advised of any changes etc.

#### **05.03.14 Correspondence**

~ BCKL&WN Planning letter (see item 05.03.18)  
~ Barclays Bank re bank closures. This was a concern to the Clerk.  
~ British Red Cross re helpers for bucket collection. The Clerk has offered her services.  
~ Groundwork re Twitter competition. The Clerk had become involved with this in the hope it would win more funds for the Defibrillator campaign.  
~ Cllr Tilbrook re Local Plan Review (see 05.03.07)  
~ Norfolk Library Service re change of date and times for mobile library. This information would be posted on the website and RY asked to include in the Newsletter.

#### **05.03.15 Business Extra to the Agenda**

There was no extra business to discuss.

#### **05.03.16 Date of next meeting: Tuesday 7<sup>th</sup> May 2019 (AGM) starting at 7:30pm**

#### **05.03.17 Action to be taken by the next meeting: Clerk**

- Respond to Mr Verney.
- Prepare Contract for Adam Fenn

#### **G Kilham**

- Contact Adam Fenn re play fencing timber.

#### **R Gray**

- Contact residents re Nanaimo Cottage plans

#### **ALL**

- Look at HELAA on Borough Council website
- Return Nomination packs to MM

#### **05.03.18** The meeting closed at 9.20 pm.