

# The Parish Council Meeting of Fritcham cum Appleton Parish Council

Tuesday 5<sup>th</sup> May 2020 at 7:30 p.m.

Held virtually via Zoom

Present: Geoff Kilham Richard Gray  
Mark Dorr John Beasley  
Ann Beasley  
Gill Welham – Clerk

**05.05.01 Welcome from chairman and apologies for absence**

The Chairman welcomed everyone and hoped everyone was staying fit and well. Apologies were received from Cllr. J.Moriarty and Monica Mortensson

**05.05.02 To receive declarations of interest**

There were no declarations of interest.

**05.05.03 To approve and sign minutes of the Parish Council Meeting held on 3<sup>rd</sup> March 2020**

The minutes were approved as a correct record by all. It was agreed the Clerk should sign them remotely on behalf of the Parish Council

**05.05.04 Matters arising from the minutes**

07.01.10 Renovation of the village sign by the working party was on hold because of the current restrictions on movement and social distancing

03.03.08 RG advised that a further set of drawings for Nanaimo Cottage had been submitted and subsequently turned down.

03.03.14 The defibrillator had definitely not been used but had been put back into the cabinet incorrectly. The Clerk had written to EofEAS but hadn't received a response. The Clerk would chase. **Action: Clerk**

**05.05.05 Public question time**

No members of the public had requested permission to access the meeting.

**05.05.06 Finance**

The clerk advised that it had not been possible to get the accounts audited this year because of the exceptional circumstances but this could be rectified as soon as sanctions eased. However, there was still a requirement to complete the documentation for the external auditors.

a) The documents for approval had been sent to all councillors prior to the meeting. The Annual Governance Statement was reviewed (Section1 of the AGAR Parts 2 & 3) and approved by all.

b) The Certificate of Exemption (AGAR 2019/20 Part 2) was also signed off by the Chairman and completed by the clerk for onward transmission to PKF Littlejohn. **Action: Clerk**

c) The Accounting Statement 2019-20 was reviewed and signed off (virtually) by the Chairman.

d) The Clerk had forwarded the Financial Report prior to the meeting indicating what cheques needed approval for payment. She explained she was not claiming her salary at this meeting due to the issues of signing cheques and would claim in July for the amounts outstanding.

541 Norfolk ALC (annual subs)	£129.68
Total Expenditure	£129.68
<b>Income received</b>	
Interest on Saver account	.67
Precept	3,520.00
Balance in current account	£5,465.16
Balance in business saver account	£363.98
Total balance remaining	£5,829.14

- e) Three quotes for insurance had been received from Came and Co (the current broker) as well as an additional quote from Community Action Suffolk Parish Protect, an organisation based in Ipswich. The quote they supplied, backed up by Royal and Sun Alliance, was extremely competitive compared to what had been received from the other three suppliers at £280.84. It was unanimously agreed that the PC should take up insurance with this organisation and the clerk was asked to organise a cheque in payment to ensure cover would be in place on 1<sup>st</sup> June 2020. **Action: Clerk**

**05.05.07 Planning**

The PC had received details regarding an application in relation to the Old Vicarage. R Gray put forward concerns regarding the potential new entrance. On paper it appeared to be in a safer position and it would be up to Highways to eventually determine this. However it appears to cut across the surface water drainage system but there was not enough detail to determine how this would be remedied. He was aware that this was a particularly icy area of roadway in the winter because it was on the north side of the property and if the drainage was going to be compromised, this could potentially be a major concern. The response from the PC was not due until 14 May and RG would try to get more information, however the clerk was asked to respond as stated above unless further information was forthcoming from RG by no later than Monday 11<sup>th</sup> May. **Action: RG/Clerk**

**05.05.08 Business extra to the Agenda**

Cllr Moriarty had sent apologies in advance of the meeting, but had nothing specific to report. He advised that Cllr Dark had joined the Cabinet at the Borough with responsibility for how the Coronavirus is handled and is copying all his reports to parish councils. The Flitcham Clerk had been sending this information out via email to the Newsletter contact list. He stated as Borough Councillors they get no more information than that received via Cllr Dark. He has complained and there will now be weekly briefings for some leaders and deputy leaders of groups from the Chief Executive and Leader of the council.

He added that he was conscious of how hard officers of the council were working in difficult circumstances to keep the levers of the District Council working. Many have extra duties as it seems, for a while, that every 17:00 briefing from Government gave them extra tasks such as getting grants to businesses etc.

The Clerk and GK had received a phone call from David Hinks concerning the repair of his mower and advising he would not be able to cut the grass at the playing fields until the mower had been repaired. GK has very generously mowed the grass himself on three occasions. David Hinks has now advised that his mower has been repaired and he was due to commence cutting this week.

**05.05.09 Date of next meeting: Tuesday 14th July 2020 at 7:45 pm**

**05.05.10 Action to be taken by the next meeting:  
Clerk**

- Contact EofE Ambulance re defibrillator
- Send audit documents to PKF Littlejohn
- Organise payment of insurance
- Respond re planning application

**R Gray**

- Contact clerk re planning application response

**05.05.11** The meeting closed at 8.20 pm.