

# The Parish Council Meeting of Fritcham cum Appleton Parish Council

Tuesday 3<sup>rd</sup> March 2021 at 7:30 p.m.

Held virtually via Zoom

Present: Geoff Kilham Richard Gray  
John Beasley Ann Beasley  
Terry Allen Robert Walden  
Cllr. Stuart Dark  
Gill Welham – Clerk

## **02.03.01 Welcome from chairman and apologies for absence**

Apologies for absence were received from Mark Dorr and Cllr. J Moriarty. The Chairman welcomed everyone and thanked them for attending the meeting.

## **02.03.02 To receive declarations of interest**

There were no declarations of interest except from the Clerk relating to Item 7 (e) on the Agenda.

## **02.03.03 To approve and sign minutes of the Parish Council Meeting held on 5<sup>th</sup> January 2021**

The minutes were approved as a correct record by all. As the meeting was 'virtual' it was agreed the Clerk should sign them remotely on behalf of the Chairman and Parish Council.

## **02.03.04 Matters arising from the minutes**

05.01.04 The posts and brackets for the SAMS unit in Abbey Road had been delivered, set up, tested and were now running effectively.

05.01.09 TA had responded to the resident explaining the reasons behind not utilising the spare dog bin within the village.

05.01.10 The second copy of the Sandringham booklet had been requested and received by GK. He would pass on to other councillors for review. **Action: GK**

## **02.03.05 Public question time**

No members of public had entered the meeting. All access codes are published on the Agenda and placed on the website.

## **02.03.06 Reports from councillors**

Cllr Dark reported that NCC had been severely disrupted by Covid whilst ensuring they were still able to deliver services. The Budget gets approved at this time of year and central Government agreed increases of 4% could be made. With Adult Social Care as a priority across the country, 2% had been ring fenced to cover this service. NCC were entitled to raise it by an additional 3% but decided on 2.99% which can be increased without going out to the members of the public for their support. The challenges would be to balance the budget whilst carrying out services.

Cllr Dark advised that he is able to use some of his personal budget for schemes within the parishes he represented and reiterated the support previously given for the SAMS unit for Fritcham/Hillington, the signage at the Bridge on Hillington Road and the refurbished bus shelter. His budget has been increased from £6k to £10k and there was an opportunity that this could be used on local projects. He advised the council to let him know if there were any schemes that could be considered for his support. He had a small amount left from his local members fund for this current financial year and he offered to pay for the additional posts and brackets for the SAMS unit. He asked the clerk to furnish the relevant invoice from Westcotec which he would get refunded to the Parish. **Action: Clerk**

Cllr Dark advised that Hillington were opposing a 36 house development South of Lynn Road. Although not Fritcham's jurisdiction, it could affect its parishioners. Concerns have also been raised with NCC Highways as they have serious reservations regarding the safety of a crossing at the Esso Garage/convenience store.

Cllr Dark is also responsible at Borough Level for overseeing the Covid response and communications. He issues regular updates for all Parishes which Fritcham place on the website as well as the Fritcham News

Facebook page. Vaccination roll out from Norfolk and Waveney CCG has been extremely good who were now vaccinating the 55 - 60 age group and currently have the third highest performance level in the country. Two more mass vaccination centres have been opened in West Norfolk recently.

Cllr Moriarty was unable to attend the meeting but he reported that the Borough would soon resume online meetings which had ceased due to pressures of Covid related work on various departments and staff members. Although only urgent matters will be discussed in the resumed meetings.

He added that Government have announced that County Council elections will go ahead on 6<sup>th</sup> May along with the previously postponed Police and Crime Commissioner.

He was also disappointed to report that despite getting a public 'guarantee' from a Cabinet Member at the BC that if a Parish Council had a material planning reason to have a different view from the Planning Officer, the application would automatically go to the Planning Committee. This hadn't happened at the most recent Planning Sifting meetings. He would try to attend future meetings to ensure this guarantee was upheld.

#### 02.03.07 Finance

- a) The Clerk had forwarded the Financial Report prior to the meeting advising what cheques needed approval for payment.

Cheques paid between meetings (Not Approved)	
557 Westcotec (SAMS)	60.00
Cheques for approval at this meeting	
558 Gill Welham (Clerk Salary)	160.12
559 HMRC (Clerk Tax)	25.60
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Total Expenditure	£245.72
Balance in current account	£3,620.30
Balance in business saver account	£363.98
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Total balance remaining	£3,984.28

- b) The budget had been forwarded for review and finalisation. The Clerk pointed out that on paper it appeared that £1,500 of the current year budget had not been used. Several invoices were still outstanding and with the current situation, such items as room hire had not been required. It was agreed that some of the surplus could be ring fenced for future use on such items as the playground repairs and maintenance.
- c) The Clerk had approached Noelyne Fuller who had once again agreed to carry out the PC annual internal audit. This appointment was agreed unanimously.
- d) The insurance renewal requirements were discussed and it was agreed that the PC should obtain quotes from the current provider as well as from BHIB, who had contacted the Clerk directly and was highly recommended by other PC Clerks in the networking group.
- e) The Clerk had forwarded a Rationale for an increase in hours prior to the meeting. This had been discussed between the councillors prior to the meeting. The Chairman confirmed the PC had agreed to increase the salary pay scale to SCP8 and increase the working hours by 3 hours to cover hours needed for a meeting. The Clerk thanked the councillors.

#### 02.03.08 Playground Inspections

- a) The clerk had forwarded a quote from Playdale for repairs to equipment highlighted in the report which was extremely high at £2,290.75 plus VAT. GK had been in touch with Sovereign Playgrounds who had promised to forward a quote, which had not been received. The Clerk was asked to progress this. It was also agreed that she would ask the Play Inspection Company if they carried out repairs and obtain a quote. **Action: Clerk**

GK had also looked into costs for a metal fence but the cost would be prohibitive. It was agreed the fence was only in place to keep the dogs out and therefore alternative options would be looked at when site meetings could take place.

b) The Clerk had established that it was necessary to carry out regular inspections of the playground and a Risk Assessment completed and kept on file in order to ensure the PC were compliant with H&S. It was agreed that this should be carried out just prior to every meeting in order that the RA could be passed to the clerk for filing. TA and JB offered to carry this out. The Clerk had produced a template for the Risk Assessment. **Action: TA/JB**

**02.03.09 Defibrillator**

It had been established that the Defibrillator should be checked regularly to ensure it was working correctly, that the battery was fully charged and that ancillary equipment etc. was still in date. The Clerk would put together a template for checking the equipment. GK agreed to carry out the checks in advance of each meeting. **Action: Clerk/GK**

**02.03.10 Grass Cutting**

Following discussion it was agreed that David Hinks would be contacted to establish if he would continue the contract for grass cutting. **Action: GK**

**02.03.11 Newsletter**

TA pointed out that we were instructed that Newsletter door to door distribution had been banned during Covid. As he was about to take over the production of the Newsletter moving forward he needed an update regarding this. Cllr Dark offered to get clarification on the current guidelines. **Action: Cllr Dark**

**02.03.12 Welcome Pack**

In its current format it was felt the Welcome Pack contained too much unnecessary information and would be of much more use scaled down. RW offered to review the document and asked that councillors should email him their thoughts on content. He would then put together a proposal for the PC to consider. This offer was gratefully received. **Action: RW**

**02.03.13 Property Numbering**

GK had emailed a map received from the BC with notations outlining his comments. Many discussions had also taken place via email before the meeting. He advised that Chris Copeland from the BC did not feel a site visit was necessary which would make it extremely difficult to highlight the real issues. Cllr Dark commented that it was not time critical, schools were back on 8<sup>th</sup> March and much more opened up from 29<sup>th</sup> March and there would be no excuse after that date to not have a site meeting. Cllr Dark asked to be sent all the information relevant and he would insist on a site meeting which he would also attend. **Action: Clerk/Cllr Dark**

RG was concerned the matter had arisen initially as a result of emergency services not being able to locate an address in the village and the renumbering didn't resolve that problem. He wanted better signage. However it was pointed out it was a pointless exercise to change signage now. AB suggested the What3Words App could be used as a temporary resolution. This was thought to be a good idea. She was asked to write an article for inclusion in the Newsletter. **Action: AB**

**02.03.14 Footpaths**

TA advised the only legitimate footpath in the village was the bridle path alongside the Church Wall and along the field to Fritcham Hall. It was becoming an issue with dog owners in the village as land owners are not happy that people are exercising their dogs along the edge of the field. RW advised that the Ramblers Association were in the process of registering all 'Footpaths/Rights of Way' in order to avoid villages losing their rights to walk. This must be done before 2026. RW offered to send TA relevant information to push this forward. **Action: RW**

**02.03.05 Business Extra to the Agenda**

A year ago RW volunteered to re-paint the village sign. He is still happy to do this once circumstances allow but would need the assistance of 2 others to assist with the removal of the sign. TA and JB offered assistance.

**Date of next meeting: Tuesday 4<sup>th</sup> May 2021 at 7:30 pm (virtual)**

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

**Clerk**

- Forward Westcotect invoice to Stuart Dark
- Get further quotes for Playground maintenance
- Forward info to Cllr Dark re Property numbering
- Prepare check sheet for Defibrillator

**Geoff Kilham**

- Pass Sandringham booklet to other councillors
- Arrange Assessment check of Defibrillator prior to May meeting
- Contact David Binks re grass cutting

**John Beasley**

- Arrange R/A check of Playground prior to May meeting

**Terry Allen**

- Arrange R/A check of Playground prior to May meeting

**Robert Walden**

- Prepare a proposal for Welcome Pack
- Forward info re Ramblers Assoc

**Ann Beasley**

- Prepare What3Word proposal for Newsletter

**Cllr S Dark**

- Establish current guidelines re Newsletter distribution
- Arrange site meeting re Property numbering

**Items for next Agenda**

Footpaths/Ramblers Association

The meeting closed at 21.15