

The Parish Council Meeting of Fritcham cum Appleton Parish Council

Tuesday 4th January 2022 at 7:45 p.m

at the Community Centre, Fritcham

In Attendance: Geoff Kilham Richard Gray
Ann Beasley Roger Glazebrook
Gill Welham (Clerk)

Members of the public: C Lukey

04.01.01 Welcome from chairman

The Chairman wish all present a Happy New Year and thanked them for attending

04.01.02 To receive and consider apologies for absence

Apologies were received from Terry Allen, Noelyne Fuller and Cllr Moriarty

04.01.03 To receive declarations of interest

There were no declarations of interest.

04.01.04 To approve and sign minutes of the Parish Council Meeting held on 2nd November 2021.

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

04.01.05 Matters arising from the minutes

02.11.11 The work to renovate the village sign had been undertaken by Robert Walden, and a group of helpers, returning it to its former glory. RW had also produced a splendid book for the PC containing interesting information relating to the history of the sign. The Clerk was asked to write a letter of thanks to RW on behalf of the PC for his hard work which was very much appreciated. **Action: Clerk**

04.01.06 Co-option of New Councillor

Unfortunately Susan Allen did not feel it appropriate to attend the meeting due to the current high infection rates within West Norfolk. However the Clerk had forwarded all the necessary documents via email which had then been delivered to the Chairman, by hand, in time for the meeting. The Councillors in attendance unanimously agreed to her taking up the post of Councillor and the Declaration of Acceptance of Office, the Members Code of Conduct and completed Register of Interests was countersigned by the Clerk who was asked to forward the relevant documents to BCKL&WN to advise them of the co-option. **Action: Clerk**

04.01.07 Public question time

Colin Lukey was in attendance as he wanted to understand why it was not noted in the minutes that he had sent an email to the PC that had been read out at the previous meeting. The Clerk agreed that it was an oversight on her behalf and that maybe it should have been noted that an email had been read out, but the content of such an email would not have been minuted. CL felt the PC should have, in particular, followed up his query relating to an ambulance allegedly departing the village not having found the address. He had in fact personally made contact with EoEAS to query this point and was advised there were procedures in place when addresses could not be found and they would not just depart. GK explained that it was agreed at the November meeting to pause that particular Agenda item until further clarification had been received regarding several points of concern on the matter. This was still awaited. The matter would be resurrected in the future once all the information was available.

04.01.08 Reports from the councillors of NCC and BCKL&WN

Cllr Moriarty was unable to attend the meeting but confirmed he was still awaiting confirmation from the Borough relating to a decision on a proposed scheme which would be based on a Referendum result that would be calculated in a simple majority of votes actually cast.

He advised the Parish Council to refrain from engaging further in the renumbering process until there was categorical assurance from the Cabinet member at the BC that the vote counting would be as the Parish Council requests.

04.01.09 Income & Expenditure/Financial Report

a) Cheques for approval at this meeting

580 Clerk's Salary including HMRC (Gill Welham)	£192.85
581 HMRC (Clerk Tax)	30.80
582 Play Inspection Company	£114.00

583 Cllr G Kilham (Wood for playground)	£42.21
584 Cllr T Allen (Paint – playground)	£151.25
585 St Mary’s Church (donation)	£150.00
586 R Walden (Village sign maintenance)	£95.57
Direct Debit	
Information Commission (data protection fee)	£35.00
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Total Expenditure	£811.68
Balance in current account	£2,886.96
Balance in business saver account	£364.15
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Total balance remaining	£3,251.11

- b) An Internal Auditor Jo Raby, had agreed to undertake the Parish internal audit at a fee of £50. It was unanimously agreed to appoint her.
- c) The budget for 2022/23 had been circulated prior to the meeting which following discussion was agreed and finalised.
- d) As a result of the budgeted outgoings it was agreed to increase the Precept slightly to £3,800. The Clerk was asked to complete the KL&WNBC Precept Request. **Action: Clerk**
- e) The USB Memory Stick was exchanged for safe keeping by the Chairman as per the Internal Financial Controls procedures.

At this point CLukey enquired about the payment to St Mary’s Church. He was of the opinion that any money paid directly to the church would just be used for their everyday expenses. He pointed out that Friends of Flitcham Church were a charitable group carrying out the maintenance of the Church and maybe the donation would be better utilised going to this group. It was agreed that this would be looked into before future payments were made.

04.01.10 Playground Maintenance

TA had prepared and circulated a report prior to the meeting. Having attended a training course on Playground Inspection he had upgraded the monthly Playground report and Risk Assessment. The annual Inspection had also been carried out in December and that report circulated to all and published on the website. It was noted there were no areas of concern, unsurprising as work had been undertaken throughout the year to address earlier highlighted issues.

It was agreed unanimously to complete the Repeat Order form in order to secure the annual inspection in December 2022 to be undertaken at the same price of £95 plus VAT. **Action: Clerk**

04.01.11 Flitcham Footpaths

The PC had received an agreement from Edward Parsons. GK had asked for a circular route, off road and he felt the Agreement had not covered this. He had reservations about signing the document which had possible legal implications. It was agreed that GK and TA should discuss further and in the meantime the Clerk was asked to revert back to EP stating the PC were considering the legal implications and any financial costs before signing the Agreement. **Action: Clerk**

04.01.12 Speed Limits b/f last meeting

This had not progressed as SDark had not responded to any of the emails sent by our PC, or by Hillington PC despite having sent reminders. This was not satisfactory and the Clerk was asked to try again to get a response from SD as funding was time limited. **Action: Clerk**

The SAMS data had not been received from Hillington. The Clerk was asked to check with TA as it would be appropriate to add this information to the Flitcham website. **Action: Clerk**

04.01.13 Village re-numbering

Until clarification is received from BC, this matter is on hold. C/f to next meeting. **Action: Clerk**

04.01.14 Correspondence

- ~ James Wild MP – acknowledging our letter re Norfolk Boreas
- ~ email from RYoung re Disabled Access at Community Centre

04.01.15 Business Extra to the Agenda

RYoung had sent an email regarding an issue with the Disabled Access at the Community Centre. He had discovered funding for such improvements available through a project being run by the BC, however the funding application must be with the BC by end January in order to be considered. The application needs to be backed up by financial data and a project plan.

Following discussions it was pointed out that the first step should be with the Management Committee of the Centre who hold the lease to the premises. The PC would be happy to back up any plans but this was not going to be possible within the time frame. There will be funding available via other avenues in the future, but the process needs to be started initially by the MC of the Centre.

RG stated a path from the road to the door with a ramp into the entrance needs to be planned, together with improved door openings in the entrance hall and into both rooms.

The Clerk was asked to respond to Roger Young to explain this. **Action: Clerk**

The PC had received an email this afternoon regarding a Rangers Visit in February. The Clerk was asked to mention the corner of Hillington Road and Church Road where it has become very slippery on the bend due to leaves and moss on the road surface. **Action: Clerk**

04.01.16 Date of next meeting: Tuesday 1st March 2022

The Clerk asked if it would be possible to start meetings in the future at 7:30 instead of 7:45. It was agreed this would be trialled for the next meeting.

Start time therefore will be **7:30pm**

04.01.17 Action to be taken by the next meeting:

Clerk

- Letter of thanks to RW re sign renovation
- Advise BCKL&WN details of new councillor
- Advise appointment of Internal Auditor
- Request Precept
- Compose email to S Dark re traffic initiative and lack of response
- Playground Inspection repeat order form
- Contact TA re SAMs data
- Contact EP to acknowledge footpath info and advise it is being reviewed
- Rangers Visit work to be undertaken

Items for next Agenda

- Footpaths
- Speed Limits

The meeting closed at 8.55 pm.