

# The Annual Parish Council Meeting of Flitcham cum Appleton Parish Council

Tuesday 3<sup>rd</sup> May 2022 at 7:30 p.m.

Held at The Community Centre

Present: Richard Gray Roger Glazebrook  
Ann Beasley Terry Allen  
Susan Allen Noelyne Fuller  
Cllr. J Moriarty – BC  
Gill Welham - Clerk

In attendance: Member of the public – G Kilham

## **03.05.01 Apologies for absence**

No apologies had been received however the Clerk advised she had received a resignation from G Kilham. It was noted that Cllr Dark had not responded to the invitation to attend the meeting once again which was disappointing. The Clerk was asked to take the matter forward to the Democratic Services Manager at NCC.

**Action: Clerk**

## **03.05.02 Election of Chairman**

Ann Beasley proposed Susan Allen as Chairman, seconded by Noelyne Fuller. This proposal was carried and SA signed the Acceptance of Office.

## **03.05.03 Election of Vice Chairman**

Richard Gray was asked if he was willing to continue as Vice Chairman, and following his agreement was accepted unanimously. The proposal was therefore carried and RG signed the Acceptance of Office.

## **03.05.04 To receive declarations of interest**

There were no declarations of interest.

## **03.05.05 To approve and sign minutes of the Parish Council Meeting held on 1<sup>st</sup> March 2022**

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

## **03.05.06 Matters arising from the minutes**

There were no matters arising that were not already on the Agenda.

## **03.05.07 Public question time**

There were no questions from members of the public, but GKilham was thanked by the PC for the commitment and hard work he had given to the PC during his time served on the council.

## **03.05.08 Reports from councillors**

Cllr Moriarty also thanked GKilham for the support and assistance he had given him since coming into office. He also advised the PC to claim the £200 grant available to the PC to assist funding of the Jubilee Celebrations that may be taking place in the village. A free Hog Roast had been planned for the village although this was on hold as no one had come forward to help with the planning after volunteers were requested in the Flitcham Newsletter.

A Board has been set up for the 'Town Deal' as King's Lynn have been awarded £25m from the Heritage Lottery fund to create a vision and strategy for the town by developing and agreeing a Town Investment Plan. He has concerns that it appears to be only Conservative Party members that are able to attend the meetings.

He was also aware of issues within the Planning Department and getting responses with regard to planning matters. The PC had received a Planning application that was felt not to be within the PC's remit, but following discussions it was agreed the PC should respond and RG would re-look at the documents and advise a PC response. **Action: RG**

Cllr Moriarty also apologised for still not having an answer with regard to the clarification of how the results of a referendum would be viewed. He had prepared a press statement that would require a response from the PC which he would forward to the councillors for comment. **Action: JM**

Cllr Allen had forwarded the Playground Inspection document prior to the meeting. There was some work to be carried out on the picnic table and the basket swing would need replacing at some point in the future. The amendments made to the climbing net were working well.

Cllr Fuller agreed to take on the bi monthly defibrillator checks to replace GKilham. GK agreed to go through what was required with NF at the next check. **Action: NF**

### 03.05.09 Finance

- a) Reviews of Internal Auditors Notes – only one comment made regarding displaying The Role of a Councillor on the website. This had been dealt with immediately.
- b) The Annual Governance Statement (Section 1 AGAR) was read out and completed accordingly and signed off by the Chairman and Clerk at the meeting.
- c) The Accounting Statements 2021-22 had been sent prior to the meeting for consideration. The Councillors had made no comment.
- d) The Accounting Statement 2021-22 was therefore approved and signed off by the Chairman.
- e) The Certificate of Exemption (AGAR 2021/22 Part 2) was then signed off by the Chairman and completed by the clerk for onward transmission to PKF Littlejohn. **Action: Clerk**
- f)

Cash Received	
05.04 BCL&WN (Precept)	£3,800.00
	<u>£3,800.00</u>
Cheques paid between meetings not yet approved	
590 BCL&WN (Dog Bins)	229.91
Cheques for approval at this meeting	
591 Gill Welham (Clerk Salary)	180.45
592 HMRC (Clerk Tax)	43.20
593 Jo Raby (Internal audit)	50.00
594 Norfolk ALC (Subscription)	132.52
	<u>                    </u>
Total Expenditure	£636.08
Balance in current account	£5,758.53
Balance in business saver account	£364.19
	<u>                    </u>
Total balance remaining	£6,122.72

- g) The clerk had tried to obtain insurance quotes in time for the meeting but with the bank holiday and early May date of the meeting, this had not yet been forthcoming.
- h) The grass cutting contract had been accepted and signed by L Abel. T Allen agreed to be the point of contact moving forward to replace GKilham. **Action: TA**
- i) The PC memory stick was exchanged.

### 03.05.10 Village re-numbering

This item had been discussed earlier in the meeting under 03.05.08.

### 03.05.11 Speed Limits

It was noted that this was one of the opportunities missed as a result of lack of response from Cllr Dark. TA would liaise with the contact at Hillington to see if they had been able to progress the matter. **Action: TA**

### 03.05.12 Public Footpaths

It was agreed that the letter received from Sandringham regarding footpaths was extremely disappointing and seemed to conclude the matter from their perspective. It was agreed not to pursue this matter for the time being.

### 03.05.13 Bus Shelter Maintenance

GK advised the shelter was in need of painting and the ceiling was showing water stains. Water has ingressed through the back of the roof which has also gone black. It was agreed that Cllr Gray and CllrTAllen would assess the work to understand what needs to be done and then look to getting some quotes for the repair. **Action: TA/RGray**

It was also pointed out that the shelter needs regular sweeping out and the seat dusting. Cllr Glazebrook agreed to take this work on. **Action: RGlazebrook**

It was suggested that the PC should write to Cllr Dark to ask if he could make a contribution to the costs from his Highways Fund.

### 03.05.14 Emergency Plan

This item had been placed on the Agenda as it was a document that needed continual updates and the document had not been reviewed since JSmithson had left the council. It was agreed that this needed to be maintained following the hard work that had been put in initially to pull the document together. The Clerk does not have an electronic version of the document and this should be resolved. The document should also appear on the Fritcham PC website. The Chairman agreed to speak with JS to obtain the original electronic copy and to understand what updates (if any) had been undertaken in the time since leaving the council. **Action: Chair**

It was also mentioned that the electronic version of the Welcome Pack should be held by the Clerk and would need to be continually updated. **Action: Clerk**

### 03.05.15 Correspondence

~ Letter from E Parsons – this had been discussed under item 03.05.12

~ Letter from BCKL&WN – warm home funding scheme. Further information relating to this had been requested and NF had agreed to put together a précis of the scheme for the Newsletter. **Action: NF**

~ Letter from BCKL&WN re planning permission for caravan park – discussed earlier under 03.05.08

### 03.05.16 Business extra to Agenda

Cllr Beasley had received comments relating to concerns regarding parking at the area between Church Road and Anmer Road. It was agreed that councillors would consider this matter and the item would be added to the next Agenda for discussion. **Action: All**

Cllr SAllen raised the question of Notice boards within the village. The PC notice board is directly outside the community centre. Cllr Allen now has the key for this notice board. All other notice boards within the village are for public use.

GKilham advised that the PC will need to appoint a councillor to sit on the Management Committee of the community centre. Cllr Gray offered to attend the upcoming meeting but would not take up the position on a permanent basis. The councillors will need to address this matter at the next meeting and the item will be added to the Agenda. **Action: Clerk**

**Date of next meeting: Tuesday 12<sup>th</sup> July 2021 at 7:30 pm**

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

##### **Clerk**

- Write to Democratic Services re Cllr Dark
- Notify BC of councillors resignations
- Post all Audit info onto website
- Send AGAR etc to PHKF
- Chase insurance quotes
- Obtain electronic version of the Welcome Pack

##### **Susan Allen**

- Liaise with J Smithson with regard to Emergency Plan

##### **Noelyne Fuller**

- Check instructions regarding defib
- Prepare article for Newsletter re warm homes initiative

**Richard Gray**

- Check planning application and advise Clerk of response
- Review Bus shelter

**Terry Allen**

- Grass Cutting contract – liaise with L Abel
- Contact Hillington PC regarding possible progress with regard to speeding issues
- Review Bus shelter

**Roger Glazebrook**

- Undertake regular checks relating to sweeping bus shelter etc.

**Cllr J Moriarty**

- Forward press statement for PC comment

**ALL**

- Propose ideas regarding parking issues
- Propose a councillor to represent the PC on the Management Committee

**Items for next Agenda**

Parking

Councillor for Management Committee

Additional signatory for the bank

The meeting closed at 21.30

Signed: ..... Date: .....  
Chairman