

The Parish Council Meeting of Flitcham cum Appleton Parish Council

Tuesday 12th July 2022 at 7:30 p.m.

held at The Community Centre, Flitcham

Present: Susan Allen Terry Allen
Ann Beasley Noelyne Fuller
Richard Gray (part)
Cllr. J Moriarty – BC (part) Cllr S Dark – NCC (part)
Gill Welham - Clerk

12.07.01 Welcome from chairman

The Chairman thanked everyone for attending.

12.07.02 To receive and consider apologies for absence

No apologies had been received from Roger Glazebrook.

12.07.03 To receive declarations of interest

There were no declarations of interest.

12.07.04 To approve and sign minutes of the Parish Council Meeting held on 3rd May, 2022

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

12.07.05 Matters arising from the minutes not already on the Agenda

03.05.11 Speed limits – this had been discussed with SD at a separate meeting and included a joint venture with Hillington. SD had now received some dates from Highways for a walk around the village with officers from Highways. See SD report at item 7.

03.05.14 Emergency Plan- SA had contacted JSmithson and now had the master copy in her possession.

12.07.06 Public question time

No members of the public were present.

12.07.07 Reports from the councillors of NCC and BCKL&WN

Cllr Moriarty reported big changes within the planning department increasing the department by 15 additional members of staff. One officer had been specifically appointed to liaise with members of the public to deal with queries arising as a result of planning applications etc. This was being funded by Government grants.

He advised the first round of the Community Levy Fund was undersubscribed and the second phase was hugely oversubscribed due to large, expensive projects. However changes were being made for next year to help smaller councils fund smaller projects.

In his official capacity, Cllr Moriarty attended the Flitcham Academy to hand out jubilee medals to the school children and commented the village was lucky to have such a lovely school.

Cllr Dark commenced his report by apologising to the PC for his lack of support at meetings of late adding that becoming leader of the BC had taken up much of his time. However, having now had the meeting with both the Chair and Clerk, measures were in place to keep him abreast of issues and ways to contact him, should the need arise moving forward.

He confirmed that a meeting had been arranged with the BC regarding house renumbering. SD would be attending as our CC and Cllr Moriarty as our BC representative. TA would be attending on behalf of the PC. TA pointed out that the only point the PC want to make is that any referendum held should be on the basis that only votes cast would be counted.

SD confirmed that he had now received 6 dates from Highways for a meeting with both Flitcham and Hillington to walk around the village to discuss the relevant Road Safety/Speeding issues within both communities.

The Clerk was asked to liaise with Hillington PC and share the dates offered in order that the Clerk could confirm one date back to SD/Highways.

Action: Clerk

Cllr Dark also mentioned he has a personal CC budget that can be used on community initiatives and the PC should consider this when unforeseen expenses are required to assist with overheads. The Clerk advised that the PC had received a quote of £71 for materials to repair the bus shelter. Cllr Dark stated he was happy to fund this. Clerk to furnish invoices to SD who would arrange repayment to the PC.

Action: Clerk

12.07.08 Income & Expenditure/Financial Report

Cash received since last meeting	
Refund HMRC (VAT)	£413.69
Refund from GKilham (overpayment of paint)	£20.00
Cheques paid between meetings not yet approved	
595 BHIB (PC Insurance)	£372.74
596 Lee Abel (Grass cutting)	£60.00
Cheques for approval at this meeting	
597 Clerk's Salary (and expenses)	£233.15
598 HMRC (Clerk Tax)	£46.00
599 Terry Allen (Maintenance expenses etc.)	£44.02
600 Lee Abel (Grass cutting June)	£40.00
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Total Expenditure	£795.91
Balance in current account	£5,396.31
Balance in business saver account	£364.19
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Total balance remaining	£5,760.50

- Online Banking. All relevant documentation and paperwork had been forwarded prior to the meeting to ensure review could be made prior to the decision making.
 - i. The Standing Orders were reviewed and agreed by all
 - ii. The Financial Regulations were reviewed and agreed by all
 - iii. The Duties of RFO were reviewed and agreed by all
 - iv. The Internal Controls were reviewed and agreed by all
 - v. The necessary bank mandates were signed as appropriate by Chair, Susan Allen and signatory Ann Beasley and the decision for the PC to move toward online banking was agreed by all in attendance.The Chair agreed to take the bank mandate documentation to the bank in order that the process for online banking could commence. **Action: Chair**
- Review of Asset Register – AB asked if the dog bins were owned by the PC. These items had never appeared on the Asset Register and the Clerk was asked to clarify if they were owned by the PC or the Borough in order that this query could be resolved. **Action: Clerk**
- The Memory Stick was exchanged.

12.07.09 Review Playground/Defibrillator Reports

Cllr Allen had carried out a playground inspection and the report forwarded to all councillors prior the meeting. There continues to be a few minor issues to monitor; the climbing net has a plastic covering at the top edge which was deteriorating and has a limited life span left. Gate 2 needs a spring and the rotten seat has been replaced. The children's small swing seat also needs some attention. TA continues to monitor. TA was thanked for his comprehensive report and the work undertaken to keep the playground safe.

NF had undertaken an inspection of the defibrillator and completed the Inspection Form for filing by the Clerk. However there were some issues that she was unsure of as she could not establish if the internal cabinet light was working or if the temperature gauge was set correctly. She would liaise with GK to establish if these items needed further attention. **Action: NF**

It was also pointed out that the pads currently in the machine were in date, but the spare set were seriously out of date. It was agreed that a second set of pads would be purchased and the clerk was asked to arrange this. **Action: Clerk**

12.07.10 Parking within the village

Cllr Beasley had been approached by some of the residents regarding the issue of parking, particularly the chicane on Anmer Road, exacerbated by the fact that building work is being undertaken leaving little space for vehicles to park on the site. Vehicles are parking on the pavement and on the bends which is a potential hazard. It is possible that some of the properties are in fact holiday lets.

Cllr Moriarty stated he had a contact at the Borough Council that may be able to give advice and he would forward contact details for the PC to contact. **Action: JM**

- 12.07.11 To appoint a Parish Councillor to sit on Management Committee**
The Chair had hoped to cover this under item 13.
- 12.07.12 Village re-numbering b/f last meeting**
A meeting with the BC had been scheduled for 25th July. TA will be attending on behalf of the PC. Cllr Morairty confirmed he was backing the PC in their request for only votes cast to be counted in the event of a referendum. SD will also be present at that meeting.
- 12.07.13 Portfolios for individual councillors**
The Chair felt that all councillors should have a portfolio to ensure that matters within their jurisdiction would be dealt with.
NF was asked to take on the Emergency Plan. She agreed to review the Plan to understand what was required before committing herself to that task. NF also carries out the regular checks on the Defibrillator.
TA produces the Newsletter and undertakes the monitoring and general maintenance of the Children's Playground.
AB writes reports on behalf of the PC for the Newsletter and has agreed to oversee the distribution of the Welcome Pack.
RGray continues with Planning and has now taken on the installation and management of the SAMS unit.
RGlazebrook was not at the meeting but it was hoped he would assist RGray when 2 persons were required to change sites of the SAMS unit and the Chair would also ask if he would consider representing the PC on the Community Centre Management Committee. **Action: Chair**
- 12.07.14 SAMS units**
This item has been covered under 12.07.13
- 12.07.15 Planning Application for Church Road**
As this application is adjacent to RG property there would be a conflict of interest. SA will take on the investigation with regard to this application. A response from the PC is required by 27th July, therefore this will be reviewed over the next couple of weeks and a response from the PC made before the deadline is reached. **Action: Chair/Clerk**
- 12.07.16 Plaque**
The Plaque to commemorate the resilience of the community through the pandemic was presented to the Parish Council by Peter Wilson, MBE DL the Vice Lord-Lieutenant of Norfolk on Monday 30th May. Ann Beasley, Terry Allen and the Clerk accepted the plaque on behalf of the PC which was handed to the Management Committee of the Community Centre to be placed on the exterior of the building.
- 12.07.17 Bus Shelter Repairs**
RGray had forwarded a quotation for materials to repair the shelter totalling c. £71. Cllr Dark advised he was able to assist with the costs of this repair via his own budget. It was agreed that TA would purchase the materials and forward the invoice to the Clerk for onward transmission to Cllr. Dark. **Action: TA/Clerk**
- 12.07.18 Parish Partnership Bid**
Information had been received regarding available funding for the 2023/24 initiatives to assist with Highway improvements. This is the scheme that helped the PC purchase the SAMS units. It was felt that currently there was nothing significant that needed extra funding although following the forthcoming meeting with Highways this may change.
- 12.07.19 Jubilee Tree Planting initiative**
It was pointed out that the village was under the ownership of Sandringham Estate and Flitcham would be limited in what they might be able to do. It was therefore agreed to pass on this initiative.
- 12.07.20 Correspondence**
~ David Ormerod application for 2 Public Rights of Way within the village
~ Norfolk ALC Wellbeing re Patriotic Alternative. SD asked the Clerk to forward this email to him for follow up.
~ Norfolk ALC Wellbeing re Assistance for residents in need
~ Alison Shaw re OTN update
~ Houghton Festival residents update
~ Letter received from Esther Kew/Isaac Burrell and the Sturman's regarding their views on house renumbering.

~ NCC re Rangers visit. Councillors to advise Clerk of work that may need undertaking within the next few days. **Action: ALL**

~ Norfolk Police SNAP meeting. SA had discussed attendance with previous councillor MMortenson. She felt that Fritcham was such a small village it wasn't represented. Much of the information is about parking and dog fouling. The PC will not be represented at the forthcoming meeting.

12.07.21 Business Extra to the Agenda

The hedge around the village sign needs ongoing maintenance. Sandringham were asked if an alcove around the sign could be incorporated into the hedge as it impedes the ability to read the sign. It was agreed that RGray would speak with the tenant, but if necessary, this matter could be taken up once more with Simon Hickling. Cllr Dark advised that he does have contacts within the Estate Office and if he could help on this matter to let him know. **Action: RichardG**

TA was unhappy that many emails do not get answered and at times the sender has no confirmation that the email has been received/read. He asked if emails that were important could be acknowledged.

RG advised that the Community Centre lettings were down compared to prior to the pandemic. Yoga and Good Companions have ceased their regular bookings and it is of concern.

Also the PC meeting dates have not been recorded in the community centre diary. **TA to address.**

RG felt that on occasions decisions had been made by the PC between meetings not giving him the opportunity to put his point of view forward. It was agreed that all major decisions should be made at meetings but on occasions, it was necessary to make a decision urgently or miss a deadline. RG stated he now had the ability to have more regular access to his emails.

12.07.22 Date of next meeting: Tuesday 6th September 2022. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Contact Hillington re Highways visit
- Forward invoice for bus shelter maintenance
- Enquire re ownership of dog bins
- Order new defibrillator pads
- Forward PC views on planning application
- Forward invoice for bus shelter repairs
- Items for Rangers Visit

Chairman

- Take Bank mandate to Barclays Bank
- Speak with RGlazebrook re representation on the Management Committee
- Planning at Church Road

Noelyne Fuller

- Liaise with GK re defibrillator checks

Terry Allen

- Purchase materials for shelter repairs
- Book PC dates in the community centre diary

Richard Gray

- Hedge around village sign

ALL

- Rangers visit

Items for next Agenda

The meeting closed at 9.35 pm.