

The Parish Council Meeting of Fritcham cum Appleton Parish Council

Tuesday 3rd January 2023 at 7:30 p.m.

held at The Community Centre, Fritcham

Present: Richard Gray Terry Allen
Ann Beasley Roger Glazebrook
Cllr. J Moriarty
Gill Welham – Clerk

Member of the Public: Harry Verney

03.01.01 Welcome from the chair

As Chairperson Susan Allen was unwell and unable to attend the meeting, V.Chairman R Gray chaired the meeting.

03.01.02 To receive and consider apologies for absence

Susan Allen (a/a). There had been no apologies received from Cllr. Dark

03.01.03 To receive declarations of interest

There were no declarations of interest.

03.01.04 To approve and sign minutes of the Parish Council Meeting held on 1st November, 2022

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

03.01.05 Matters arising from the minutes not already on the Agenda

06.09.09 – Ownership of SAMS unit. This had been confirmed and the MoU would be forwarded to the West Norfolk Highways team for approval.

06.09.10 – Defib battery life. The replacement battery had now been purchased but was not yet in use as the current battery still showing 25% battery life remaining.

06.09.11 – Bus shelter invoice. The refund for materials had now been received from NCC.

01.11.10 – Online banking. It was confirmed that some progress had been made. AB was now able to authorise payments set up by the Clerk, however neither RG or SA had been sent the necessary bank access information to progress it any further. It was deemed essential that more signatories are made available for authorisation of payments and both agreed to pursue this with the bank.

01.11.11 - Defib product recall. The Clerk had investigated the product to be recalled and confirmed that the PC own a Powerheat G5, not the iPad product.

01.11.12 – The PC had forwarded a letter to Highways following their visit and the reply received was felt to be unsatisfactory. However TA was now pursuing other avenues (see Agenda item 12),

01.11.18 – the PC did follow up the email received regarding the Norfolk Minerals and Waste Local Plan and received a response outlining no change of direction.

01.11.18 – feral cats. Emails and phone calls had been made to various bodies to seek assistance, but unfortunately, no help will be forthcoming.

Attendance at SNAP meetings, RGlazebrook had agreed to attend the upcoming meeting.

03.01.06 Public question time

Parishioner Harry Verney attended the meeting to firstly advise the PC that Dersingham Surgery were undertaking training on the use of a defibrillator and he felt this was something the PC should consider taking up. The Clerk was asked to look at costs for training on the use of a defib for the Fritcham community. HV also went on to advise the PC of the huge costs the church are currently facing and Section 137 funding was discussed. The church donation from the PC was discussed and agreed at the November meeting and would be signed and issued to the church following the meeting.

03.01.07 Reports from the councillors of NCC and BCKL&WN

Cllr Moriarty stated there wasn't much to report due to the time of year but would be leafleting the community with information about 'living in later years'.

He also advised that PC and BC elections were due to take place in May and he would not be standing for re-election, therefore a new borough councillor would be working with the PC. The councillors expressed their regret but understood the reasons behind it.

TA asked Cllr Moriarty if he was aware that the Bus Timetable servicing Fritcham showed major reductions in services. JM asked TA to forward a copy of the Bus Timetable to him. **Action: TA**

A discussion regarding speed limits took place and JM advised he was awaiting a new document that now 'tracked changes' to the NCC Street Management Strategy Report he had discussed at the meeting TA had viewed on line.

03.01.08 Correspondence

Email from Norfolk ALC re National Pay Awards – agreed.
 Email from Norfolk ALC Wellbeing re Ready to Change – poster put on Noticeboard
 Email from BCKL&N re CIL funding – noted
 Email from Norfolk ALC re councillor recruitment – noted
 Email from Norfolk ALC Wellbeing – Civility and Respect Pledge – noted but not required
 Email from Norfolk ALC re .gov email addresses. **Action: Clerk to establish costs**
 Email from Norfolk ALC re Rural Mobility Survey – AB completed
 Email from Norfolk ALC re services and audit training. **Action: Clerk to arrange audit training for TA**
 Email from Cllr Moriarty re County Community Grant Scheme - noted
 Email from Jason Moorse re Highways meeting – noted see 03.01.05
 Email from Cruso Wilkinson in response to Hillington Wall concerns. Passed to CNC Building Controls
 Email from Cllr Moriarty re NCC Infrastructure and Development meeting – noted
 Email from Cats Protection re PC enquiry – noted see 03.01.05
 Email from Norfolk Police re SNAP meeting – RGlazebrook to attend
 Email from CNC Building Control – **Action: Clerk asked to follow up as PC still have concerns. Ensure Hillington PC copied in to all correspondence.**

03.01.09 Income & Expenditure/Financial Report

Online banking update – see 03.01.05
 The Clerk had previously sent through the new national pay scales from NALC increasing the clerk's salary by £1 per hour, backdated to 1st April 2022. This was approved unanimously.
 It had also been raised that the clerk had never received holiday pay despite being entitled to a minimum of 4 weeks per annum, rising to 5 weeks after 5 years service.
 The clerk had therefore claimed 4 weeks holiday pay for the 2022/23 holiday year within this month's salary. A total of 8 hours. This was also agreed unanimously.

Approval of payments as follows:

Payments made between meetings not yet approved

611 Lee Abel (Grass cutting)	£90.00
BACS G Welham (defib battery)	318.00
Payments for approval at this meeting	
BACS G Welham (Clerk's Salary)	£331.36
BACS HMRC (Clerk Tax)	£79.00
612 T Allen (expenses Hedge/Newsletter)	£115.99
613 St Mary's Church Donation	£200.00
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Total Expenditure	£1,134.35
Balance in current account	£3,454.17
Balance in business saver account	£364.19
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Total balance remaining	£3,818.36

- The 2023/24 draft budget had been reviewed and a discussion regarding Precept taken into consideration.
- It was agreed that the Precept for the year 2023/24 would remain the same at £3,800.
- Noelyne Fuller had been approached with regard to taking on the internal audit role, which she agreed to do. This was approved unanimously by the councillors.
- The Memory Stick was exchanged.

03.01.10 Review Playground/Defibrillator Reports

The Playground Inspection Report had been circulated prior to the meeting. TA continues to monitor the equipment and apart from mole hills, he now has rabbit holes to contend with. One missing cap has been replaced.

The annual inspection should have taken place in December by The Play Inspection Company, but this has not yet occurred. The Clerk has chased this.

RG had been checking the defibrillator monthly due to the low percentage value of the battery. However once the new battery is in place, he will revert back to checking bi monthly in time for each meeting.

03.01.11 Completion of MoU re SAMS unit

The ownership of the SAMS unit had been confirmed with West Norfolk Highways and they requested a revised MoU which they would sign and return. The sites for the units to stand were agreed and the form completed ready for return. The MoU states the units must not be sited in the same place for longer than 4 weeks and must not return to that position within 8 weeks. TA suggested they should be moved every 3 weeks commencing from position 1 through to position 4 as entered onto the MoU. This was agreed. The moving of the units would be carried out by RGray/TA. Locks were needed for the units and RG would look into supply and cost of the locks. TA was now in a position to download the data from the units.

RGray was concerned that the batteries within the unit may need replacing. The Clerk was asked to contact Westcotec for price/information. **Action: Clerk**

03.01.12 Speeding – 20's Plenty

TA has been carrying out research with regard to this campaign which he feels would be very suitable for Abbey Road having been extremely unhappy with the rationale from Highways following their visit. He continues to research this and will be discussing with villagers. **Action: Clerk to add to next Agenda**

03.01.13 To Review the Emergency Plan

As the Chairperson was unable to attend the meeting, it was decided to postpone discussion on this subject and b/f to next meeting. **Action: Clerk to add to next Agenda**

03.01.14 Feral Cats

Despite contacting various bodies involved with Cat Protection, help was not available. The situation will continue to be monitored.

03.01.15 Notice Board on Old Post Office

Parishioner Val Blackmur's son has offered to arrange renovation of the Notice Board outside the Old Post Office. It was agreed that this was a very welcome offer and the PC would fund materials that may be needed.

03.01.16 The Churchyard

It was pointed out that the Churchyard was looking rather 'tatty' lately with a pile of rubble that appears to have just been dumped. It was agreed that the Chair (SA) would speak with the Church regarding this.

Action: Chair

03.01.17 Business Extra to the Agenda

TA advised that the paving slab that would be stepped on when posting a letter in the post box was very unstable, moving when stood upon. It has been removed for safety reasons and now resides on the grass nearby. **Action: Clerk to advise Highways/Rangers**

Church Road and Abbey Road need to be swept by Highways following the surface dressing that was carried out recently. **Action: Clerk to chase for action**

Due to the local elections taking place in May, the scheduled date for the May meeting needs to be moved back to ensure the PC comply with legislation. **Action: Clerk**

A parishioner of the PC, Val Blackmur, has been awarded the BEM and the PC were asked to write a few brief words for the 'My Local Paper'. The Chair undertook to do this as it was required urgently. An amazing honour, and very much deserved, for one of the community.

The PC have received information about Coronation Mugs for King Charles coronation. It was agreed this was not appropriate for the PC.

01.11.18 Date of next meeting: Tuesday 7th March 2023. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Contact Norfolk ALC re .Gov email addresses
- Contact Norfolk ALC re audit training
- Contact CNC Building controls – PC still have concerns

- Copy Hillington PC on Wall issues
- Contact Westcotec re replacement batteries for SAMS units
- Contact Rangers re paving slab at post box
- Surface dressing needs sweeping away
- Reschedule May meeting

Terry Allen

- Send new bus timetable to Cllr Moriarty

Chair – Susan Allen

- Contact church re rubble

Roger Glazebrook

- Arrange attendance at the upcoming SNAP meeting

ALL

- Report to Clerk items for attention by Highways when noticed
- Review the Emergency Plan

Items for next Agenda

Emergency Plan

Speeding 20's Plenty

The meeting closed at 8:50 pm.

DRAFT