

The Parish Council Meeting of Fritcham cum Appleton Parish Council
Tuesday 7th March 2023 at 7:30 p.m.
held at The Community Centre, Fritcham

Present: Susan Allen Roger Glazebrook
Richard Gray Terry Allen
Ann Beasley
Cllr. Stuart Dark
Gill Welham – Clerk

07.03.01 Welcome from the chair

Following the sudden death of ex Cllr Noelyne Fuller, the Chairman called for a minutes silence for reflection. The Chair had forwarded a condolence card to the family on behalf of the PC. The Chair welcomed everyone to the meeting and thanked them for attending and apologised for her absence at the previous meeting.

07.03.02 To receive and consider apologies for absence

Cllr. J Moriarty had forwarded apologies prior to the meeting along with his report.

07.03.03 To receive declarations of interest

There were no declarations of interest.

07.03.04 To approve and sign minutes of the Parish Council Meeting held on 03rd January 2023

The minutes were approved as a correct record and signed by the V. Chairman as he had Chaired the January meeting.

07.03.05 Matters arising from the minutes not already on the Agenda

03.01.08 CNC Building Controls have confirmed they continue to monitor the wall. Cllr Dark to be forwarded contact details of CNC contact as he will gain more information. **Action: Clerk**
Hillington PC have been contacted to keep them updated.

03.01.08 RG attended the recent SNAP meeting and found it was not well attended and was now open to the public. It seemed that police priorities were adopted according to matters highlighted at that meeting. He would attend the next meeting to ascertain if this format continued and report back to the PC at the next meeting.

03.01.06 Defibrillator training had been researched and costings received from EofEA at the cost of £440 plus travel expenses. It was felt the PC should seriously consider undertaking training. Cllr Dark suggested the PC make contact with the scheme currently being promoted by the BC to establish if any support could be made available to the PC. **Action: Clerk to investigate**

03.01.11 SAMS documentation completed and forwarded to Highways. Replacement battery costs had been established and further agreed to purchase. Cllr Dark agreed to help with funding. **Action: Clerk**

03.01.15 The Noticeboard on the old Post Office had now been renovated by Tony Blackmur and there would be no charge to the PC as he had been able to recycle material in order to do this. The Chair had written to thank the Blackmur's for organising this and requested the PC write formally to thank them. **Action: Clerk**

03.01.16 The rubble in the churchyard had now been cleared.

03.01.17 Highways had been contacted and the work on the loose paving slab was scheduled for attention and the surface dressing had now been dealt with.

07.03.06 Public question time

No members of the public were present.

07.03.07 Reports from the councillors of NCC and BCKL&WN

Cllr Dark reported that NCC budget meeting approved a 4.99% increase. Inflationary pressures impacted everything, particularly building materials. 2% of monies raised would fund adult social care and 2.99% to general services. More funds would be filtering into West Norfolk with funding toward the Southgate System and ageing library services and the Hunstanton Hub, the 4th largest bus interchange section in the County, to assist with investment into better bus services.

Cllr Dark advised that his member budget had increased to £11k this year and therefore from 1st April, this money would be available to assist PC with certain Highways projects and encouraged the PC to make claim for part of it.

The Borough have also set their budget raising the precept by £4.50 which is the maximum allowable. 42% of the money goes to the IDB (Internal Drainage Board) due to the volume of the flood plains in the area. The BC are asking Government to step in and assist with this as West Norfolk have large areas at risk of flooding. There are grants available to assist with community events being held with regard to the King's Coronation and the Local Members fund of £1k per councillor to assist with funding small grants.

The next round of CIL funding would open in June for capital projects. The PC would need to put a detailed plan together before applying for funds for a project. The fund will be open for applications for just one month. The Clerk was advised to obtain details from Amanda Driver at BC for information/assistance on this if required.

Cllr Dark also updated the PC with regard to the current problem of litter and the fact that Highways had stopped litter picking for H&S reasons. Cllr Dark was pushing to get this matter resolved before the tourist season commences.

Cllr Moriarty was unable to attend the meeting but forwarded his report: (below)

Applications are now open for a new form of free ID that can be used at elections.

Ahead of a new voter ID requirement, the UK Government has opened the online portal for the ID, known as the Voter Authority Certificate, for voters that do not already have an accepted form of photo ID.

Accepted forms of ID include a UK, European Economic Area (EEA) or Commonwealth passport; a UK or EEA drivers' licence; and some concessionary travel passes, such as an older person's bus pass or an Oyster 60+ card. Voters will be able to use expired ID if they are still recognisable from the photo.

People wishing to vote in the borough council local elections, taking place in West Norfolk on 4 May 2023, will need to show ID at the polling station to receive a ballot paper. If they don't have an accepted form of ID they will need to submit an application for a Voter Authority Certificate through the online portal, at voter-authority-certificate.service.gov.uk, or by submitting a paper form to electoral services at the Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, King's Lynn, PE30 1EX. Applicants can also call 01553 616773 or e-mail elections@west-norfolk.gov.uk for more details.

The deadline to apply for free ID before the May elections is 5pm on 25 April. Applicants must be registered to vote, and will need to provide their date of birth, National Insurance number, and a photograph with their application.

Those that have an accepted form of ID already do not need to apply.

From 30 January residents will be able to recycle used household batteries.

The collections will be weekly, so residents just need to place their used household batteries in a freezer bag, or similar sized clear bag, on top of either their black or green bin on their usual collection day for them to be recycled. It is important that the batteries are placed on top of the bins because if they are not separated, they will go into the body of the vehicle where they risk being crushed which can cause vehicle fires and fires at the processing facility.

Batteries are made from many different materials including lithium-ion (used in laptop batteries), zinc (used in AA batteries) and nickel cadmium (used in power tool batteries); all are recycled into their component parts. The recovered materials can be used to manufacture new batteries and electronics; they can also be used in the steel industry and even in paint production.

A new service collecting large electrical items will also be starting soon.

I am still waiting to hear back on T.Allen's question ref roads/speed at County but this will need to be followed up with Cllr Dark.

I want to thank you all for the welcome you have given me at your meetings over the past four years and wish you well with the election and working with your new Borough Councillor.

Jim Moriarty

07.03.08 Correspondence

~ Email from joebennett@rcaregeneration.co.uk re Housing Needs Survey

~ Email from Communications@west-norfolk.gov.uk re voter identification requirements

~ Email from Commercial.Training@eastamb.nhs.uk re Defib training costs (see 07.03.05)

~ Email from richard.inman@sparse.gov.uk re Rural Cost of Living Survey

~ Email from sharon.clifton@West-Norfolk.gov.uk re council tax proposal

~ A letter of thanks was received on behalf of the Church for the donation made.

~ Email from Electoral Services re Nomination packs for councillors

~ Email from Communications@west-norfolk.gov.uk re A County Deal for Norfolk – Cllr Dark explained NCC were considering gaining additional powers and money to improve people’s lives, that County have agreed in principle with the Government.

The aim is for decisions and funding previously controlled in Westminster to be agreed in Norfolk, for Norfolk. Striking a deal will help Norfolk to boost the economy through jobs, training, housing and development and to improve Norfolk’s transport network whilst supporting the environment.

A County consultation is currently underway and everyone has the opportunity to have their say via the link below. <https://norfolk.citizenspace.com/consultation/norfolkcountydeal>

07.03.09 Income & Expenditure/Financial Report

- Online Banking update. It appeared to be working satisfactorily with the Clerk setting up payments and the requirement for one additional authoriser before payment was made. Currently only AB was in a position to carry out the secondary authorisation. RGray has now received the banking pack but had not yet had the opportunity to look at it in detail. SA is an authorised signatory, but as yet has not received the banking pack in order to do this. She will chase.
- Insurance renewal. The Clerk reminded the meeting that the PC had agreed to a 3 year contract with current providers; hence quotes were not required on this occasion.
- Internal Auditor. As the PC have suddenly lost the Internal Auditor for the audit required for accounting year ending 31st March, various options had been looked into. SA had contacted a local accountancy company who at the time of the meeting had not responded. The Clerk had approached John Beasley who has said he would carry out the audit on the understanding that clearance was obtained to ensure this was legitimate. His wife, Ann Beasley is a councillor and there were concerns this would be perceived as a conflict of interest. Cllr Dark recommended that the Clerk contact the BC Monitoring Officer to ensure the PC were not breaching any regulations. **Action: Clerk**
Assuming the BC have no issues with this, TA proposed and RGlazebrook seconded (agreed unanimously) that John Beasley carry out the audit this year giving the Clerk ample time to find an alternative solution for next year.

Approval of payments as follows:

Payments made between meetings not yet approved

BACS	Play Inspection Company	£114.00
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Payments for approval at this meeting

BACS	G Welham (Clerk’s Salary)	£201.84
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BACS	HMRC (Clerk Tax)	£46.80
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614	T Allen (Printer Ink)	£8.32
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BACS	BCKL&WN (Dog Bins)	£312.00
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BACS	Fritcham Village Hall (Rent)	£90.00
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Total Expenditure	£772.96
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Balance in current account	£2,681.21
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Balance in business saver account	£364.19
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Total balance remaining	£3,045.40
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- The 2023/24 draft budget had was reviewed and finalised.
- The Memory Stick was exchanged.

07.03.10 Review Playground/Defibrillator Reports

The Annual Playground Inspection Report had been circulated prior to the meeting. TA was a little disappointed that the repairs the PC had undertaken on certain items of equipment were still being highlighted as a moderate risk. Cllr Dark suggested we should take this matter up with the company that carried out the repairs to seek their comments. **Action: Clerk to contact Baz Smith at Fenland Play Solutions**

TA had also circulated the bi-monthly report that he carries out and is happy that some of the items highlighted in the annual report are perfectly safe. It was suggested that perhaps the PC should consider changing to a different Inspection Company. The Clerk was asked to arrange quotes from a different organisation to carry out the inspection in future. **Action: Clerk**

RGray advised that he continues to carry out regular inspections on the defibrillator. The internal cabinet remains dry and is working efficiently. The battery life remains at 25%. As soon as it goes below this, RG will connect the new battery to the defibrillator.

07.03.11 Election – Councillors Nomination Packs

All councillors were reminded to complete their nomination packs and ensure they obtained the necessary signatories from parishioners that appear on the electoral register. The Clerk has a copy of the electoral register should this need to be checked. It was agreed that councillors would complete these and discuss between themselves, who would take them by hand to the council offices. **Action: All**

07.03.12 Speeding – 20's Plenty

Cllr Dark felt there was a disconnect between the Safety team at Highways and what they were offering, compared to what the PC want. He was happy to have a separate meeting to assist this moving forward. TA advised that Cllr Moriarty had tried to influence decisions around 20MPH speed limit at a meeting regarding the now published Speed Management Strategy document. TA felt that NCC were heading in the opposite direction to the rest of the country who are now moving towards 20 MPH speed zones. SD suggested another site visit and would talk to Highways in order to arrange suitable dates. **Action: Cllr Dark**

07.03.13 To Review the Emergency Plan

SA agreed to update the Plan with the PC details which should then be made available on the Flitcham website and reviewed regularly as it is a living document. Cllr Dark suggested the Clerk contact Kevin Kent, the District Emergency Officer to assist with updating 'out of parish' contact information. **Action: Clerk**

07.03.14 Section 137 Spending

The Clerk had calculated the maximum spend the PC could legally use annually for charitable purposes to be £1,379.24. However, it was pointed out that should we ever consider using this amount of money, the parish precept would have to increase by this amount in order to be able to do so. The prepared budget for the coming year already shows a deficit should we need to spend everything outlined in the budget and could not realistically cope with spending anything more than that already budgeted.

07.03.15 To consider Parish UK Network

The parish have been receiving various emails regarding the OTN and lack of infrastructure and joined up thinking surrounding this matter. Cllr Dark also spoke of the plans relating to the Wash Barrier with a view to making a deep sea container port. Environmental assessments are being undertaken and the national infrastructure would take years. The BC are discussing this and will have some input but it may never happen. It's a wait and see situation.

The PC agreed to assist the Council action groups wherever possible when requested.

07.03.16 Grass Cutting Contract

TA had spoken with Lee Abel who would be willing to continue with the contract at an increased price of £25 per cut. The PC agreed this was reasonable and the Clerk was asked to furnish a contract for LA to sign. It was decided not to include hedge cutting in the new contract as TA has offered to undertake this. **Action: Clerk**

07.03.17 Business Extra to the Agenda

RG had obtained prices for padlocks for the 3 SAMS units as it was a necessity to have 3 padlocks with the same lock rather than 3 separate keys. The locks can be obtained from Wickes at a price of £17. It was agreed unanimously that RG should purchase the locks and forward the receipt to the Clerk for payment. **Action: RGray**

An email had been received just prior to the meeting from Alistair Beales. He is a candidate for the BC in the upcoming election and had hoped to attend the meeting to introduce himself. He gave a brief précis of his background.

07.03.18 Date of next meeting: Tuesday 16th May 2023. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Send Cllr Dark details of next meeting
- Investigate Defib training via BC
- Purchase batteries for SAMS, SD to fund

- Write thank you to the Blackmur's re Noticeboard
- Write to BC re Internal Auditor
- Contact Fenland Leisure re repairs to playground
- Obtain alternative quotes for playground inspection
- Contact District Emergency Officer re PC Plan
- Issue grass cutting contract
- Contact Norfolk ALC re audit training

Councillor Dark

- Organise Highways meeting

Richard Gray

- Purchase padlocks for SAMS

All

- Complete and return Nomination Packs

Items for next Agenda

Playground Inspection Contract

The meeting closed at 9:45 pm.

DRAFT