

The Annual Parish Council Meeting of Flitcham cum Appleton Parish Council

Tuesday 16th May 2023 at 7:30 p.m.

held at The Community Centre, Flitcham

- Present:** Susan Allen Richard Gray
Terry Allen Ann Beasley
Cllr. A Beales
Gill Welham – Clerk
- 16.05.01 To receive and consider apologies for absence**
There were no apologies for absence.
- 16.05.02 Election of Chair**
RGray proposed that SAllen continue as Chair. This was seconded by ABeasley and agreed unanimously.
- 16.05.03 Election of V. Chair**
TAllen proposed that RGray continue as V Chair. This was seconded by ABeasley and agreed unanimously.
- 16.05.04 Completion of required documentation**
The new councillors all signed their acceptance of office, code of conduct documents and completed their Register of Interest forms for the clerk to forward to the BC. **Action: Clerk**
- 16.05.05 Declaration of interest in items on the Agenda**
There were no declarations of interest.
- 16.05.06 To approve and sign minutes of the Parish Council Meeting held on 7th March 2023**
The minutes were approved as a correct record and signed by the Chair.
- 16.05.07 Matters arising from the minutes not already on the Agenda**
03.01.08 CNC Building Controls stated previously they would keep the PC informed of developments. The PC have not received any further information. The Clerk was asked to pursue this. Cllr Beales asked for the background information with regard to this matter. Clerk for forward to Cllr Beales. **Action: Clerk**
07.03.12 20'S Plenty. SDark had agreed to arrange a further meeting with Highways but to date there had been no further movement. Cllr Beales offered to remind Cllr Dark regarding this matter and the Clerk would also make contact again. **Action: Cllr Beales/Clerk**
07.03.16 Grass cutting contract is now in place.
07.03.17 SAMS unit locks. RGray had purchased suitable locks and presented receipts for payment.
- 16.05.08 Public Question Time**
No members of the public were present.
- 16.05.09 Reports from the councillors of NCC and BCKL&WN**
Cllr Beales was delighted to be elected and although he had previously been a councillor, he had not held a post for the past 4 years. As an Independent he would be working with other Independents and had been appointed Cabinet Member for Business. He was looking forward to working with the PC.
No report had been received from Cllr Dark.
Report from RGray: RG continues to check the defibrillator weekly while the battery life is showing at 25%. Once the new battery is in place he will revert to monthly.
Report from TAllen: TA regularly checks the condition of the playground and although the annual inspection found some pieces of equipment to be in the 'Amber' range, he is confident that there is no imminent risk of items failing. Should this change between now and the next Annual Inspection, he would of course recommend repair of such equipment. The PC therefore agreed to continue without further maintenance and review at each of the bi monthly meetings moving forward.
- 16.05.10 Finance**
a) Review of Internal Auditor Notes – the notes had been circulated prior to the meeting. The PC were happy with the conclusion of the audit and would further consider the depreciation aspect of the playground at the July meeting. **Action: Clerk b/f next meeting**
b) Approve the Annual Governance Statement 2022/23 – The clerk read out each of the items to be answered and the document was signed by the Chair and Clerk at the meeting.
c) Consider the Accounting Statement 2022/23 – the clerk had circulated the Accounting Statement along with the Receipts and Payments for the year, prior to the meeting for review.

d) **Approval of the Accounting Statement 2022/23** – it was agreed unanimously that the Chair should approve the AGAR which was also countersigned by the Clerk.

e) **The Certificate of Exemption** – was agreed and signed by the Chair and Clerk for onward transmission to the external auditor.

f) **Insurance Quote** – TA pointed out that having agreed a 3 year contract with BHIB last year, he was unhappy that the insurance had increased. It was noted that the clerk should seek alternative quotes next year ahead of the renewal date. **Action: Clerk**

g) **Grass cutting contract** – agreed, signed and in place.

h) **Memory stick was exchanged.**

Approval of payments as follows:

Cash received since last meeting:

KL&WNBC – Precept	£3,800.00
HMRC – VAT claim	£170.89
Bank interest on Saver Account	0.79

Payments made between meetings not yet formally approved

BACS Norfolk ALC (subscription)	£178.25
BACS Westcotec (batteries for SAMS)	109.80

Payments for approval at this meeting

BACS G Welham (Clerk's Salary)	£216.14
BACS HMRC (Clerk Tax)	£49.60
BACS BHIB (Insurance)	£408.58
BACS Lee Abel (Grass cutting)	£50.00
615 R Gray (Locks for SAMS unit)	£17.00

Total Expenditure £1,029.37

Balance in current account £5,622.73

Balance in business saver account £364.98

Total balance remaining £5,987.71

16.05.11 To Review Playground Inspection Renewal

The renewal quote from the Play Inspection Company had been sent through with a small increase to £108 plus VAT. It was agreed that this should continue and the Clerk was asked to confirm agreement. **Action: Clerk**

16.05.12 To Review the Emergency Plan

The Clerk had sent the document to Kevin Kent at the BC who had confirmed the plan was appropriate and had input relevant contact details. SAllen agreed to finalise the document and forward to the Clerk for placing on the PC website. **Action: Chair/Clerk**

16.05.13 To discuss the need for a Manger Elk

The PC had been contacted regarding this simple piece of equipment that can be used within the community. It could help people who have fallen and unable to get up without assistance and avoid the need to call for an ambulance. Following discussion the PC felt it was worthwhile pursuing and the Clerk was asked to investigate further. **Action: Clerk**

16.05.14 Council vacancies

Following the election, the PC are now down to just 4 councillors from a requirement of 7. It was agreed that the PC should try to encourage more involvement from the community and the Clerk was asked to advertise the need on social media and the PC website. **Action: Clerk**

16.05.15 Correspondence

~ Email received from NorfolkALC re nomination of representative for the PC – Agreed this to be Susan Allen

~ Email from Norfolk CC re Norfolk Community Biodiversity Awards 2023 – for information

~ Email from Voluntary Norfolk re the Big Help Out scheme – for information

~ Email BCKL&WN re funding for projects with Borough benefits – for information

~ Email from Golden Tree Surgeons re assistance available – the PC own very few trees

- ~ Email from NorfolkALC re internal audit online support – TA was invited to attend a video parish meeting.
- ~ Email from Paul Blackmur thanking the PC for their letter – for information
- ~ Email from Norfolk Highways re Rangers visit in May – work undertaken that PC had requested
- ~Email from Online Playgrounds offering an alternative quote – discussed at point 16.05.09

16.05.16 Business Extra to the Agenda

There were no items extra for discussion

16.05.17 Date of next meeting: Tuesday 4th July 2023. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Forward Register of Interests to BC
- Send Cllr Beales back information re CNC building controls
- Contact Cllr Dark re Highways meeting
- Seek alternative quotes for insurance next year
- Confirm playground inspection renewal
- Pursue Manger Elk initiative
- Advertise councillor vacancies on website/social media

Chair/Susan

- Finalise Emergency plan and forward to Clerk for upload to website

Cllr Beales

- Remind Cllr Dark of his offer to rearrange a further Highways meeting

Items for next Agenda

Internal Audit proposal re depreciation of playground equipment

The meeting closed at 8:55 pm.