

The Parish Council Meeting of Fritcham cum Appleton Parish Council

Tuesday 4th July 2023 at 7:30 p.m.

held at The Community Centre, Fritcham

Present: Susan Allen Richard Gray
Terry Allen Ann Beasley
Cllr. S Dark (part)
Gill Welham – Clerk

Member of the public: John Beasley (part meeting only)

04.07.01 Welcome from Chair

The Chair welcomed everyone to the meeting and thanked them for attending .

04.07.02 To receive and consider apologies for absence

There were no apologies for absence.

04.07.03 Declaration of interest in items on the Agenda

There were no declarations of interest.

04.07.04 To approve and sign minutes of the Parish Council Meeting held on 16th May 2023

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

04.07.05 Matters arising from the minutes not already on the Agenda

16.05.13 – Manger Elk: following discussions and further investigation it was considered to be something only skilled users should undertake – e.g. emergency services. No further action.

04.07.06 Public Question Time

No members of the public were present for this part of the meeting.

04.07.07 Reports from the councillors of NCC and BCKL&WN

Cllr Dark confirmed he had requested the PC receive a credit for the batteries purchased for the SAMS unit which had been passed for payment.

The request for a further meeting between the PC and Highways was agreed and a date to be scheduled. Clerk to supply Cllr Dark with suitable dates for the meeting. **Action: Clerk.** If there was a cost involved for any improvements, Cllr Dark could assist with this.

Cllr Dark was updated with regard to the issue of the Hillington Road Wall and the fact that Cllr Beales had agreed to chase up on behalf of the PC. As Cllr Beales was not at the meeting to update the PC, Cllr Dark agreed to take this matter up with both Cllr Moriarty and Cllr Beales and report back to the PC. **Action: Cllr Dark.**

04.07.08 Income& Expenditure / Financial Matters

~ **To review the Register of Assets.** J Beasley had carried out the Internal Audit for the PC and confirmed the accounting practises were all in order, transparent and without issue. However, the parish would be vulnerable should there be a major cost to the PC for repairing/replacing items of equipment for such things as the children’s playground. He recommended that the PC should depreciate the value of the playground equipment annually and budget a sum of money to be set aside each year in a separate bank account to use in the event the PC have a major expenditure. It was agreed unanimously that this would be carried out in future budgets. The PC currently have a small savings account and this would be used to ‘ring fence’ money for such expenditure in future.

~ **To review the Standing Orders** – these were furnished prior to the meeting for review and were unanimously adopted and signed by the Chair.

~ **To review the Financial Regulations** - these were furnished prior to the meeting for review and were unanimously adopted and signed by the Chair.

~ **To review the Duties of the RFO** - these were furnished prior to the meeting for review and were unanimously adopted and signed by the Chair.

~ **To review the Internal Controls** - these were furnished prior to the meeting for review and were unanimously adopted and signed by the Chair.

Approval of payments as follows:

Payments made between meetings not yet approved

BACS	Lee Abel (grass cutting)	£75.00
------	--------------------------	--------

Payments for approval at this meeting

BACS	G Welham (Clerk's Salary)	£218.66
------	---------------------------	---------

BACS	HMRC (Clerk Tax)	£45.00
------	------------------	--------

BACS	Lee Abel (grass cutting June)	£50.00
------	-------------------------------	--------

Total Expenditure	£388.66
-------------------	---------

Balance in current account	£5,234.07
----------------------------	-----------

Balance in business saver account	£364.98
-----------------------------------	---------

Total balance remaining	£5,599.05
-------------------------	-----------

04.07.09 To Review the Playground/Defibrillator monthly Inspection Reports

RG had now changed the defibrillator battery which has a life expectancy of c. 4 years. It was a straightforward exercise. He now needs to know if the old battery can be recycled. Clerk to investigate.

Action: Clerk

RG was concerned that the defibrillator history was stored within the battery and would consult the manual to understand if this was the case. The Clerk would contact Cardiac Science if required. **Action: RG**

TA had completed the recent inspection of the playground. He had replaced bigger springs on the double gates and they were now shutting properly. The modular tower needs washing regularly. The cradle swing has significant rot below ground level and TA put forward a financial proposal to fit steel feet to the swing. TA would fit and RG agreed to assist with this. The proposal was unanimously agreed. **Action: TA**

04.07.10 To review Emergency Plan

SA provided a revised and condensed version of the Emergency Plan that had been reviewed and approved by the BC. Following discussion it was agreed the Clerk would be added as a contact for Communications. It was unanimously agreed that this should be circulated via the Newsletter Contact List and posted on the Fritcham PC website. At the same time, the Clerk would ask residents for contact telephone numbers to be held under GDPR guidelines, for use in an emergency. All new residents should be contacted too in order to add them to the list for both email address and contact number. **Action: Clerk/All**

This item would be added to the list of Agenda items that need to be reviewed annually. **Action: Clerk**

04.07.11 To Review the War Memorial

TA has cut a pathway through to the gate as the hedge cannot be cut until nesting season is over. The gate is in need of maintenance and TA has contacted an organisation to sandblast the gate at a cost of £100 plus VAT. It was agreed unanimously that this should be put in place. TA would then paint the gate with Hammerite type paint. **Action: TA**

04.07.12 To follow up on Hillington Road Wall

This had been discussed earlier under 04.07.07. If nothing results from AB/SD the Clerk was asked to follow up directly with CNC Building Controls.

04.07.13 Correspondence

~ Georgia Thrower – Partnerships for East Coast Communities advising announcement of a new initiative to assist with better health and employment opportunities in coastal communities.

~ CIL Funding Applications – to assist PC's with infrastructure funding to support growth.

~ Houghton Festival residents update

~ BCKL&WN Housing Standards – financial assistance with home improvement schemes for individuals living within WNorfolk.

~ Highways Rangers visit – clerk to confirm to Highways the areas to be looked at. **Action: Clerk**

04.07.14 Business Extra to the Agenda

Suitable dates for offering to SD/Highways were discussed. Clerk to advise Monday 31st July or Wednesday 2nd August. Mid morning onward. **Action: Clerk**

04.07.15 Date of next meeting: Tuesday 5th September 2023. Commencing 7:30pm

Action to be taken by the next meeting:

Clerk

- Send possible dates to Cllr Dark for Highways meeting
- Defib battery recycle possibilities
- Clerk to circulate Emergency Plan via Newsletter contact list and establish contact numbers
- Add Emergency Plan to Agenda items for annual review
- Contact Highways re Rangers visit

Richard Gray

- Establish defib battery history

Terry Allen

- Purchase and fit steel feet to playground equipment
- Forward Emergency Plan to Clerk
- Arrange sandblasting to War Memorial gate and paint

Cllr Dark

- Progress Hillington Wall issue with CNC Building Control

The meeting closed at 9.10 pm.

DRAFT