

# The Parish Council Meeting of Fritcham cum Appleton Parish Council

Tuesday 5<sup>th</sup> September, 2023 at 7:30 p.m.

held at The Community Centre, Fritcham

**Present:** Susan Allen Richard Gray  
Terry Allen Ann Beasley  
Gill Welham – Clerk

**05.09.01 Welcome from Chair**

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

**05.09.02 To receive and consider apologies for absence**

No apologies for absence were received from Cllr Dark or Cllr Beales

**05.09.03 Declaration of interest in items on the Agenda**

There were no declarations of interest.

**05.09.04 To approve and sign minutes of the Parish Council Meeting held on 4<sup>th</sup> July 2023**

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

**05.09.05 Matters arising from the minutes not already on the Agenda**

04.07.09 – Defibrillator memory and battery. The Clerk had written to the manufacturers and received assurance that no information was retained within the battery and that it could be disposed of in the usual manner at any recycling centre.

04.07.10 – Emergency Plan. The clerk had distributed the Plan electronically, however it was decided that it would also be printed and delivered within the village.

04.07.11 – War Memorial gate. This work was in hand.

**05.09.06 Public Question Time**

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

**05.09.07 Reports from the councillors of NCC and BCKL&WN**

No reports had been received from either the County or Borough Councillors.

The Chair reported several people have found dead or dying pigeons on the road or in their gardens. These birds have apparently been shot with an air rifle.

This was particularly upsetting to children and one older child picked the birds up from the road and put them on the grass to die more comfortably. A resident reported the matter to the police who confirmed that shooting pigeons in this way is illegal. The complaint has been recorded by the police.

The Chair also raised the question regarding funds within the PC bank accounts and whether we should move some funds into the account that gives interest. Following discussions it was agreed the Clerk would look at the possibilities of opening an Instant Savings Account in the name of the PC and to check whether or not this was legal. She would also make a recommendation regarding the amount of money to be transferred. **Action: Clerk**

**05.09.08 Income & Expenditure / Financial Matters**

~ To review Risk Assessments both general & SAMS.

The Clerk had updated and issued the latest RA's prior to the meeting. These were reviewed and accepted at the meeting and signed off by the Chair.

Approval of payments as follows:

Cash received since last meeting

NCC SAMS battery refund £91.50

Payments made between meetings not yet approved

BACS Lee Abel (grass cutting July) £50.00

Payments for approval at this meeting

BACS G Welham (Clerk's September Salary) £293.64

BACS HMRC (Clerk Tax) £73.40

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Total Expenditure £417.04

Balance in current account	£4,908.53
Balance in business saver account	£364.98
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Total balance remaining	£5,273.51

**05.09.09 To Review the Playground/Defibrillator monthly Inspection Reports**

TA had issued the latest monthly inspection of the playground. It was felt the quote received from Online Playgrounds for repairs was too expensive to consider and that TA/RG would work on addressing the issues themselves.

TA would purchase the steel feet fittings for sinking into the ground around the wooden posts and would carry out the first leg repairs on the basket swing later in the year when the ground was soft. He would also purchase a new seat for the basket swing at the same time as currently they were selling for c.£122. The remaining leg repairs on the Modular Tower and swings would be carried out next Spring. **Action: TAllen**

This was agreed by all and TA/RG were thanked for the work in doing this repair.

RG had been experiencing difficulty in producing the document for the Defibrillator check sheet. However he had now overcome the issue and would forward in due course. He confirmed that the defibrillator was in good working order.

**05.09.10 To review Newsletter Production/Distribution**

The PC have received an offer from a resident to take on the task of producing and distributing the Flitcham Newsletter, however, they would be unable to print off the Newsletter. The Clerk had researched printing costs and several options are available for the Newsletter to be uploaded digitally, printed and delivered for prices from c. £20 a time. Following discussions it was agreed that the PC would trial this option and review again at a later date. The Clerk was asked to get back to the resident who had volunteered and ask them to start immediately and to establish where they would distribute. The Clerk was also asked to establish where GKilham used to distribute. **Action: Clerk**

**05.09.11 To Discuss Internal Auditor Vacancy**

The Clerk had contacted an Auditor that had been recommended by Hillington Clerk and a quote received. Following discussions it was agreed that someone from W.Norfolk would be preferable for ease of contact. TA has knowledge of a qualified accountant that may be in a position to take on the role and would discuss this directly. In the meantime, the Clerk has contacted Norfolk ALC for details of any local Auditors. **Action: TA/Clerk**

**05.09.12 To follow up on Hillington Road Wall**

As a result of the PC's constant pressure regarding grave concerns relating to the condition of the wall on Hillington Road, it was noted that the wall was now undergoing repairs/replacement areas.

**05.09.13 To discuss the Disruption from Sandringham Concerts**

The PC have received communications from the Estate since the weekend of concerts asking for feedback. It was noted that the PC received no notice at all of the likely disruption to the village or planned road closures. The road closure from Hillington to Dersingham resulted in Flitcham being used as a 'rat run'.

It was noted that the Houghton Festival organisers send out 'Residents Letters' to everyone in the village to advise of possible issues and give advance warnings. It was shocking considering Flitcham is an Estate village receiving no such direct notifications.

It was felt that the location for such an event was geographically inappropriate and that roads such as the B1440 should never be closed. The PC were extremely surprised that the Police and Highways had agreed to such road closures knowing all the disruption the concerts would cause.

It was also disappointing that neither the County Councillor or Borough Councillor were at the PC meeting in order to understand the depth of feeling in this regard, but the Clerk was asked to draft a response to the Estate and copy in Kevin Kent, the Emergency Planning Office, plus the two councillors in order to keep them in the loop. **Action: Clerk**

**05.09.14 To follow up discussions with Highways**

This matter has been ongoing for nearly a year and is still not resolved. The Clerk was asked to write again to Cllr Dark to request the meeting he had promised to arrange with Highways and to highlight that the topic for the meeting will be the 20mph speed limit in Abbey Road. **Action: Clerk**

**05.09.15 Correspondence**

~ West Norfolk SPF – views on active travel enhancement. No action

- ~ Sandra Betts – Norfolk parishes movement update. No action
- ~ Chief Exec West Norfolk – Teams meeting re Sandringham concerts – noted at 05.09.13
- ~ TRO – Road closure of C66 – noted and added to social media
- ~ Bethany Neave Online Playgrounds – re quote. PC to carry out work in-house.
- ~ Borough Planning re Update meetings – 2 sessions to be held in October, however there is no information with regard to content. Clerk asked to establish. **Action: Clerk**

**05.09.16 Business Extra to the Agenda**

RG updated the PC with regard to the fact his email address has been compromised and issues surrounding the hacking. The Clerk was asked to contact the network of Clerks to establish if other PC's had experienced similar invasion. **Action: Clerk**

**05.09.17 Date of next meeting: Tuesday 7<sup>th</sup> November 2023. Commencing 7:30pm**

**Action to be taken by the next meeting:**

**Clerk**

- Investigate Savings Account and advise Councillors
- Clarify distribution of Newsletter
- Contact Parishioner willing to produce Newsletter
- Establish Internal Auditor locally
- Contact Sandringham Estates with regard to Concerts response
- Contact Cllr Dark regarding Highways meeting
- Contact Borough Planning to establish nature of Update meetings
- Clerk to contact Clerk network re RG's compromised email address

**Terry Allen**

- Purchase steel feet and cradle seat for junior swing
- Contact Accountant re Internal Audit

The meeting closed at 9.00 pm.