

The Parish Council Meeting of Flitcham cum Appleton Parish Council
Tuesday 5th September 2017 at 7.45 p.m.
at the Community Centre, Flitcham

Present: Mr Richard Gray – Chairman Mr Geoff Kilham
Mr Roger Young Monica Mortensson
Joey Smithson Dawn Nash
Gill Welham – Clerk

05.09.01 Welcome from chairman

The Chairman welcomed all present and thanked them for attending.

05.09.02 To receive and consider apologies for absence

Apologies were received from both Cllr. Stuart Dark and Cllr. Tim Tilbrook.

05.09.03 To receive declarations of interest

There were no declarations of interest.

05.09.04 To approve and sign minutes of the Parish Council Meeting held on 4th July 2017

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

05.09.05 Matters arising from the minutes

04.07.07 Cllr Dark had not forwarded information to the Clerk regarding the fact finding mission Snettisham Council were arranging. The Clerk was asked to contact Cllr Dark to establish if the meeting had actually taken place yet. **Action: Clerk**

04.07.10 The bus stop sign had not yet been installed. The Clerk was asked to chase the matter up. **Action: Clerk**

04.07.11 MM advised that she did attend the recent SNAP meeting and would also attend the next one scheduled for Dersingham. However she was disappointed that discussions were mostly about parking, and not really relevant to daily life in Flitcham.

04.07.13 Parish Partnership Scheme. Cllr. Dark had part funded the cost of the bus shelter renovations but not via this scheme. The Clerk was asked to write officially on behalf of the parish council to thank him for the contribution.

04.07.14 Warding Arrangements. As the closing date had now passed and information was circulating into the press, the clerk was asked to write to Cllr Tilbrook to get clarification of any changes. **Action: Clerk**

05.09.06 Public question time

There were no members of the public present.

05.09.07 Reports from the councillors of NCC and BCKL&WN

Apologies had been received from both Councillors hence there were no reports.

05.09.08 Briefholders Reports

RY advised that the publication and distribution of the Newsletter had settled into a routine. It is compiled and saved as a PDF, forwarded to the Clerk and then distributed via email to the Newsletter Contact List held by the Clerk.

GK had taken on the refurbishment of the phone box and the council were indebted to him for the great job he had done. BT had received the photographic evidence of the completion and this information had been filed away for their records.

RG Planning request for change of use at The Barns. Following discussion it was agreed the Parish had reservations regarding the availability of parking space which is limited. The Clerk was asked to make comment back to the Planning Department to this effect. **Action: Clerk**

GK advised that the road beside Inn House on Anmer Road was breaking up. It was old repairs that was causing the problem and the large vehicles passing over the repairs were causing extra vibration as they passed. The Clerk was asked to contact Highways to alert them. **Action: Clerk**

The Clerk was also asked to write concerning the bridge on Hillington Road which was causing grave concern in the community. This issue has become more prevalent since white lines have been painted showing a narrowing in the road. It was felt that an accident at some point was inevitable and the Parish Council would be failing in their duties if they didn't press the Highways more. The Clerk was asked to write to the Highways department. **Action: Clerk**

GK also advised that The Rangers had visited and sprayed weeds along Hillington Road alongside the wall which had caused the weeds to die back, however the weeds had never been pulled up and was now impeding pedestrians. The clerk was asked to write to Highways regarding this matter. **Action: Clerk**

05.09.09 Financial Report

The following cheques were approved for payment:

Cash received since last meeting

NCC (Donation via S Dark for bus shelter)	<u>£300.00</u>
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Cheques for approval at this meeting

478 Clerk's Salary (Gill Welham)	£136.22
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479 HMRC (Clerk tax)	£32.80
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480 A Fenn (Grass cutting)	<u>£112.00</u>
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Total Expenditure	<u>£281.02</u>
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Balance in current account	£2,330.33
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Balance in business saver account	<u>£362.30</u>
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Total balance remaining	£2,692.63
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The Insurance summary of cover had been circulated prior to the meeting. It was obvious that the council were covered for far more than was necessary but it was felt this was likely to be a standard cover format for most councils of Flitcham size. However it was agreed that this would be discussed with the insurance agents prior to renewal in 2018. **Action: Clerk**

05.09.10 Annual Review of Standing Orders/Members Code of Conduct

The two documents had been circulated prior to the meeting. As the council were satisfied with the content, they were adopted and the Chairman signed them for the records.

05.09.11 Emergency Plan

JS had been in contact with Kevin Kent, the Emergency Planning Officer at KL&WNBC. He had offered several dates to attend Flitcham and carry out a table top exercise to test the plan we have put together. The council agreed 3rd October as a suitable date which would take place at the Community Centre that evening, time to be confirmed. **Action: JS** Following that exercise, this could then be put out to the parishioners, but instead of Kevin Kent carrying out the exercise, it would be the councillors.

05.09.12 Defibrillator in the Community

The clerk had researched the cost of getting a Public Access Defibrillator for the community and the British Heart Foundation can supply a part funded one costing around £600 but this does not include the cabinet. However application for this has to be made directly to the BHF. The council does not have sufficient funds to support this initiative and will need support from the community. DN was asked to put together an article for the Newsletter and the Clerk was asked to write to the school to see if they might assist toward funding. **Action: Clerk/DN**

05.09.13 Correspondence

Vision for Norfolk – CPRE. The Clerk had forwarded the email. CPRE want everyone to join in the debate to help make a difference for the future and recommend you look at <http://v4n.org.uk>
BCKL&WN – Planning request – see comment above 05.09.08
Citizens Advice – request for donation.

05.09.14 Business extra to the Agenda

JS pointed out that the Highways had promised a 'To Sandringham' sign on the corner of Icknield Way to stop cars going too far past the school and having to negotiate turning round in a limited space. The Clerk was asked to chase up Highways to get this put in place. **Action: Clerk**

RY had been given a laminated copy of the bus timetable which could be put up at the Bus Shelter or on the Notice Board at the Community Centre.

RG wanted to thank Geoff Kilham on behalf of the Parish Council for all his endeavours for getting the phone box back up to standard. However GK pointed out that the phone wasn't actually working, there was no dialling tone. He agreed to report this to BT. **Action: GK**

05.09.15 Date of next meeting: Tuesday 7th November 2017 at 7:45pm

05.09.16 Action to be taken by the next meeting:

Clerk

- Contact Cllr Dark re fact finding mission
- Chase up bus stop sign
- Contact Cllr Tilbrook regarding Warding Arrangements
- Write to Highways regarding Anmer Road
- Contact Planning regarding parish concerns
- Contact Highways re concerns about bridge on Hillington Road
- Contact Rangers regarding Weeds on Hillington Road
- Write to school re defibrillator funding
- Chase up Highways re Sandringham sign

JS

- Confirm date for table top exercise

DN

- Write article for newsletter regarding funding for defibrillator

GK

- Contact BT re phone box not working

Agenda items next meeting

GK sends apologies for the November meeting.

The meeting closed at 9.20pm.