

The Annual Parish Council Meeting of Flitcham cum Appleton Parish Council
Tuesday 3rd July 2018 at 7:45 p.m.
at the Community Centre, Flitcham

Present: Geoff Kilham Richard Gray
 Monica Mortensson Mark Dorr
 Cllr. Tim Tilbrook (part time) Gill Welham – Clerk

03.07.01 Welcome from chairman

The Chairman welcomed all present and thanked them for attending

03.07.02 To receive and consider apologies for absence

Joey Smithson

03.07.03 To receive declarations of interest

There were no declarations of interest

03.07.04 To approve and sign minutes of the Parish Council Meeting held on 8th May 2018.

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

03.07.05 Matters arising from the minutes

07.11.05 GK had contacted BT again and an engineer had visited Flitcham and resolved the problem. The phone was now working.

08.05.10 An email had been received regarding the change of polling station and for the time being the community centre at Flitcham would remain as the polling station for the village.

03.07.06 Public question time

There were no members of public present.

03.07.07 Reports from the councillors of NCC and BCKL&WN

Cllr Tilbrook commented on item 13 of the Agenda regarding Election Expenses. The Clerk had copied him in to many of the emails being circulated regarding this matter for his input. He advised that parish councils were responsible for election expenses since 2015, all that had changed was that councils should budget for expenses even for non contested elections. It was agreed that the clerk should make provision of £75 within all future budgets.

Cllr Tilbrook also wanted to see the letter received by the parish regarding Houghton Festival. As this had been received by email the clerk was asked to forward this to Cllr Tilbrook for him to review. **Action: Clerk**

Cllr Dark was unable to attend the meeting and therefore there was no report.

03.07.08 Councillor Reports

M Mortensson had attended the last SNAP meeting where only 12 people attended. The police asked those present why they thought it was so poorly attended, the consensus of opinion was that it was extremely boring. The police did report that 30% of their work recently was to cover the Ambulance brigade and this was thought to be due to the problems experienced by EofEA over the last few months of winter. MM advised she would not be attending the next meeting.

RGray had advised that the planning consent for the commercial signage on the rifle range had been acceptable and could in fact light an area of the village that did appear quite dark at times.

**03.07.09 Income & Expenditure/Financial Matters
Financial Report**

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Cash Received	
Groundworks donation	£1,000.00
	£1,000.00
Cheques paid between meetings not yet approved	
497 Came & Co Insurance	£433.52
Cheques for approval at this meeting	
498 Clerk's Salary and expenses (Gill Welham)	£202.29
499 Adam Fenn grass cutting (3 months)	£126.00
Total Expenditure	£761.81
Balance in current account	£4,387.58
Balance in business saver account	£362.30
Total balance remaining	£4,749.88

Financial Review

Documentation for the review of internal procedures had been circulated to all councillors prior to the meeting. Following discussion it was agreed that the Chairman should sign the following documents:

~ Annual Review of Effectiveness of Internal Control and Audit

~ Duties of Responsible Financial Officer

~ Finance Regulations

The Register of Assets was also reviewed and remained unchanged.

03.07.10 Playground

The quotes for work on the Playground highlighted by the Inspection Report were reviewed and it was agreed unanimously that Adam Fenn should be awarded the contract for a total cost of £180 including all materials and labour. Clerk to arrange a contract for signature. **Action: Clerk**

GK asked the Clerk to contact Richard Hunter from the Community Payback Scheme to establish if the council could get some help with regard to painting the fencing etc in the playground. **Action: Clerk**

03.07.11 Defibrillator

Funds of £1,000 had been received via the Tesco Bags of Help scheme. The Clerk had researched the equipment and the EofEAS had recommended the Gold Pack via Cardiac Science at a total cost of £1,640 plus VAT. This would include a heated external cabinet. The Clerk was asked to contact EofEAS to clarify exactly what would be provided for the money and whether this would be fitted as part of the price.

Action: Clerk

The Clerk was asked to contact Colin Lukey to advise him of the preferred equipment the council had agreed, she was also asked to produce an A5 flyer to distribute around the village to ask the parishioners to pledge funds toward the purchase of the external cabinet. **Action: Clerk**

03.07.12 Newsletter

The Councillors had received an email from Roger Young regarding the cost of producing a hard copy of the Newsletter. It was noted that the parishioners had welcomed the return of the printed copy and the council could no longer expect RY to continue this service without payment of his expenses. It was agreed that RY should invoice the parish for his expenses. GK would speak with RY and ask him to send in the invoices in a timely manner for the bi monthly meetings. **Action: GK**

The Clerk was asked to include a sum of £100 within next year's budget to cover these costs. **Action: Clerk**

03.07.13 Election Expenses

This matter had been discussed in Cllr. Tilbrook's report

03.07.14 Correspondence

Norfolk CC re partnership funding. This gives the parish the opportunity to get work carried out on a 50/50 cost basis. However the parish would find it extremely hard to fund this type of project.

Houghton Festival – invitation to attend an information evening. Copy passed to Cllr Tilbury.

03.07.15 Business Extra to the Agenda

GK asked the council if they had any comment to make about the new bridge markings. Both his wife and RG had experienced a clash of wing mirrors since the new road markings and neither were happy with the current markings. The parish would monitor the situation.

GK also mentioned there were now no white lines where the road narrows at Anmer Road since the road had been resurfaced.

03.07.16 Date of next meeting: Tuesday 4th September 2018 at 7:45pm

03.07.17 Action to be taken by the next meeting:

Clerk

- Forward letter to Cllr Tilbrook re Houghton Festival
- Forward contract to AFenn re playground maintenance
- Write to Community Payback scheme
- Contact Colin Lukey re defibrillator
- Clarify with EofEAS what package would include
- Prepare flyer re support for funds of defibrillator
- Reminder for September 2018 meeting regarding Remembrance Day Wreath presentation
- Add Newsletter and Election costs to next budget

GK

- Contact AFenn re playground maintenance
- Speak with RY re Newsletter invoices

03.17.18 The meeting closed at 9.00 pm.