

The Annual Parish Council Meeting of Flitcham cum Appleton Parish Council
Tuesday 8th May 2018 at 8:00 p.m.
at the Community Centre, Flitcham

Present: Mr Richard Gray Monica Mortensson
Mr Geoff Kilham Joey Smithson
Cllr. Tim Tilbrook (part time) Gill Welham – Clerk
Member of the public: Mark Dorr

08.05.01 Apologies for absence

There were no apologies for absence.

08.05.02 Election of Chairman

RG advised he wished to stand down as Chairman as he felt unable to give the position the time it deserved and he had served as Chairman for a long time. He proposed Geoff Kilham as Chairman which was seconded by MM and agreed unanimously. Geoff Kilham then signed the Acceptance of Office. RG was thanked for all the hard work he had done as Chairman over the years.

08.05.03 Election of Vice Chairman

RG agreed to stand as Vice Chairman which was seconded by JS and agreed unanimously. The Acceptance of Office was then signed

08.05.04 To receive declarations of interest

There were no declarations of interest.

08.05.05 To approve and sign minutes of the Parish Council Meeting held on 6th March 2018.

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

08.05.06 Matters arising from the minutes

07.11.05 GK had contacted BT once again and they promised to send an engineer out, however having checked the line again on the way to the meeting, it still was not working. The clerk was asked to write officially from the parish council to outline our dissatisfaction particularly with the poor mobile coverage in the village. **Action: Clerk**

02.01.12 Defibrillator – the clerk was aware that the Tesco Bags of Help scheme had finished voting in store 30th April but was not expecting to hear anything further until end of May. As soon as there was any information this would be advised.

06.03.06 Starling invasion. The starlings had moved on but the pigs had not yet been moved. Stuart Dark had a meeting with Sandringham who agreed they would review the damage in the village together with SD and help to clear up as a gesture of goodwill. As SD was not at the meeting, the clerk was asked to contact SD/Sandringham to ask for an update, however it was noted that much of the damage had been cleared by the residents themselves as they could not wait for it to be done at some future date. **Action: Clerk**

06.03.10 Grass cutting tender – A Fenn had made contact and agreed to continue carrying out the grass cutting at the same rate as previous years. The Clerk had submitted a contract for him to sign, but this had not been returned. She was also unable to contact him despite texts and emails being sent to request the invoice for grass cutting in order that payment could be made. GK was asked to make contact personally to chase him up. **Action: GK**

06.03.11 Playground – AF was asked to quote for work needing attention highlighted by the Inspection Report. This has not been forthcoming. **Action: GK/Clerk** However the repeat inspection form for next year had been completed and returned to the Playground Inspection Company.

08.05.07 Public question time

One member of the public attended the meeting (Mark Dorr) with a view to watching proceedings to establish what would be involved to become a councillor.

08.05.08 Reports from the councillors of NCC and BCKL&WN

Cllr Tilbrook advised the Borough were currently carrying out a traffic survey which would be ongoing to review the chronic congestion problems in and around King's Lynn. He urged the councillors to give some serious thought and come up with ideas that might ease congestion and to put them forward for consideration. There will be a 12 month consultation period before any changes are made, but now is the time to put ideas forward.

RG asked about the ward changes and how it would affect our parish. He advised that the plan had not yet been formally adopted, but there would be c. 9 borough councillors less than before but with little change for Flitcham.

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

M Mortensson had attended the last SNAP meeting and advised the meetings would now be 4 times per year instead of the previous 6 times per year. At the last meeting, the usual traffic and parking issues were raised and that the anti social behaviour at North Wooton had improved. There was another meeting due the following evening which she would attend.

08.05.09 Financial Matters

- a) The review of the effectiveness of internal control had been carried out earlier in the year and signed off by the chairman. It was agreed that this would be reviewed once again at the July meeting. The internal audit had been carried out by N Fuller and the relevant section of the Annual Governance and Accountability Return had been signed off by her on 21st April 2018.
The clerk had purchased the usual gift and card to be signed by the council to thank NF for her services. This would be claimed back via expenses at the July meeting.
- b) Section 1 of the AGAR was completed and signed off by the Chairman.
- c) The end of year accounts were presented to the councillors for review and sign off by the Chairman which highlighted that the budget set for the year was well considered as there was a surplus of just £45 to carry forward for 2018/19 accounts.
- d) Section 2 of the AGAR was then reviewed and signed off by the Chairman which will be published in due course.
- e) Financial Controls and Risk Assessments were put in place in July 2017 and would be reviewed again prior to the July 2018 meeting in time for sign off at that meeting.

f) Financial Report

Cash Received	
Precept	£3,200.00
VAT Refund	£118.50
	£3,318.50
Cheques paid between meetings not yet approved	
493 NALC (clerk training)	£30.00
Cheques for approval at this meeting	
494 Clerk's Salary (Gill Welham)	£150.42
495 HMRC (Clerk tax)	£18.60
496 NALC (Subscription)	£121.40
Total Expenditure	£320.42
Balance in current account	£4,149.39
Balance in business saver account	£362.30
Total balance remaining	£4,511.69

- g) Three insurance quotes had been received and circulated prior to the meeting. It was noted that insurance had increase considerably over the year. Following discussion it was agreed to insure through Inspire for one year only at the rate of £433.52. It was agreed that a cheque would be signed but held until the end of the month as insurance was due to be renewed from 1st June. **Action: Clerk**

- h) NALC had advised that nationally salaries were to be increased from 1st April. The clerk's salary should therefore be increased to £9.81 per hour from 1st April, this was approved. The clerk would adjust the salary from the July meeting and back date the increase from 1st April. **Action: Clerk**

08.05.10 Change of Polling station

A letter had been received from BCKL&WN regarding the closure of the polling station at Flitcham as a cost cutting exercise. Although it is unlikely this decision will be reversed, the Clerk was asked to write to the Borough to express the concerns of the council. **Action: Clerk**

08.05.11 Bus Service

A letter had been received from West Norfolk Community Transport Project asking Flitcham to consider continuing support for the project and by assisting with the funding to the sum of £40 this financial year. Following discussion it was agreed that this was a very small sum for a service that was benefitting the community. The Clerk was asked to confirm agreement. **Action: Clerk**

08.05.12 Correspondence

NCC re Early Help Community Capacity Team requesting a survey be completed. No Action

BCKL&WN – A Ranger visit is imminent.

Flitcham Bowls Club – plea for funding. The matter was discussed and although their issue was understood, the parish council didn't feel able to help as the budget had been agreed in January and precept set accordingly and extra monies for such an item were not in the budget. The Clerk was asked to write to state this. **Action: Clerk**

08.05.13 Business Extra to the Agenda

Roger Young had sent an email with the latest version of the Newsletter stating that he was not being given any content and was no longer willing to continue with putting the Newsletter together. This would be a great shame. It was felt that the hard copy kept people more involved and would possibly create more interest. JS offered to speak with RY to see if he could be encouraged to continue and in the meantime, thought would be given to returning back to issuing hard copies. **Action: JS**

As the meeting was coming to a close Mark Dorr was asked if he would like to join the council, he agreed. JS therefore proposed that MD be co-opted on to the council which was seconded by RG and agreed unanimously. MD then signed the Declaration of Acceptance of Office and Declaration of Interests which was witnessed by the Clerk and he was welcomed on to the council. The Clerk to notify the BCKL&WN. **Action: Clerk**

08.05.14 Date of next meeting: Tuesday 3rd July 2018 at 7:45pm

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

- Contact BT re phone box not working
- Contact Cllr Dark re update with Sandringham and the Starling invasion
- Send off payment for insurance
- Back date salary increase, claim expenses
- Write to BCKL&WN re closure of polling station
- Write to bus organisation re Flitcham support
- Write to Flitcham Bowls club
- Advise BCKL&WN re new councillor
- Reminder for September 2018 meeting regarding Remembrance Day Wreath presentation

GK

- Contact AFenn re grass cutting agreement and invoice and establish if he will quote for playground maintenance

JS

- Contact R Young re Newsletter
- The meeting closed at 9.30 pm.