

The Parish Council Meeting of Flitcham cum Appleton Parish Council
Tuesday 6th November 2018 at 7:45 p.m.
at the Community Centre, Flitcham

Present: Geoff Kilham Richard Gray
 Monica Mortensson
 Gill Welham – Clerk

06.11.01 Welcome from chairman

The Chairman welcomed all present and thanked them for attending

06.11.02 To receive and consider apologies for absence

Apologies were received from Joey Smithson, Mark Dorr and Cllr Tilbrook.

06.11.03 To receive declarations of interest

MMortensson declared interest with regard to Agenda item 9 (St Mary's Church Donation).

06.11.04 To approve and sign minutes of the Parish Council Meeting held on 4th September 2018.

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

06.11.05 Matters arising from the minutes

04.09.05 The Community Payback Scheme had now made contact and the relevant paperwork signed and returned together with Insurance information. However, GK had not had any contact back from them and the Clerk was asked to chase up once more. **Action: Clerk**

04.09.07 Cllr Dark had stated he would contact Highways with regard to our ongoing issues with regard to the Bridge at Hillington Road and the removal of the white lines on Anmer Road. This matter still hadn't been addressed and the Clerk was asked to write to Cllr Dark to see if he had any update. **Action: Clerk**

04.09.10 Sandringham Estate had confirmed they were happy for the Defibrillator to be placed on the exterior of the Community Centre wall and would provide a qualified electrician to install.

04.09.11 RGray had collected the wreath and would pass this to GKilham to present on behalf of the Parish Council on Remembrance Sunday.

04.09.12 RGray had spoken with the occupant of 1 Church Road regarding the hedge blocking the road sign and he had promised that this would be dealt with.

06.11.06 Public question time

There were no members of public present.

06.11.07 Reports from the councillors of NCC and BCKL&WN

Neither Councillors were present at the meeting however Cll Tilbrook had sent an email prior to the meeting with a brief report as follows:

The council is still on target for its budget reductions and even slightly ahead which is good. Also the council have received a near £10,000,000 grant from central government to help pay for infrastructure on some of the council's proposed sites. This is a huge vote of confidence by the government in West Norfolk delivering what is needed. It also will help with our budget plans as it will speed up some of our sites and increase our income.

06.11.08 Councillor Reports

RGray A planning application had been received by the PC and RG reported that he had personally consulted many of the residents in and around the property in question in order that the PC could feed back to the Borough Council the opinions of the villagers in general. The consensus of opinion was that the gable end dominated and dwarfed the existing building and was out of character with other properties. It was also highlighted that it was a conservation area. GK had looked at the Borough on line planning portal and advised that it appeared the result of the Borough's decision was that the plans could be withdrawn or redesigned.

MMortensson would be attending the SNAP meeting scheduled for next week on behalf of the parish council.

06.11.09 Income & Expenditure/Financial Matters
Financial Report

Cash Received

Villages donations for defibrillator	£545.00
Interest Business Account	£0.65

£545.65

Cheques for approval at this meeting

503 Clerk's Salary and expenses (Gill Welham)	£173.78
504 HMRC Clerk's Tax	£2.80
505 Adam Fenn grass cutting and maintenance	£362.00
506 Royal British Legion	£30.00

Total Expenditure £568.58

Balance in current account £4,201.42

Balance in business saver account £362.95

Total balance remaining £4,564.37

2019/20 Budget

The Clerk had circulated the first draft budget prior to the meeting. This was necessary in order for financing decisions regarding the following item and item 10 could be made knowledgeably. As not all councillors were present it was agreed that between now and the January meeting when it would be finalised all councillors would be asked to review the numbers in readiness for the decision regarding Precept. **Action: All councillors**

Annual Review St Mary's Church Donation

MMortensson was unable to participate in this discussion due to a conflict of interest. This meant there was not a quorum for decision making. However, GKilham proposed that the church donation should be increased to £150 this year. As payment would not be made until January, the amount would be agreed and finalised at the January meeting when it was hoped there would be a full council present.

The Memory Stick was exchanged.

06.11.10 Update on Defibrillator Funding

Funding received for purchase of the defibrillator totalled £1,615. Purchase price is £1,640 plus VAT. The council will be able to reclaim the VAT at the end of the financial year so a shortfall of £25. It was agreed that the PC should go ahead and purchase the equipment immediately as prices may have altered in the interim. A purchase order was signed and a cheque raised to cover the cost of the equipment plus VAT of £1,938. **Action: Clerk**

06.11.11 Data Protection Policy and Procedure

The council are compliant with this law; however a policy must be put in place in the near future to ensure the council are covered in the future. **Action: Clerk**

06.11.12 Dates for next meeting.

The dates for 2019 were agreed and the Clerk would ensure that these dates are published as soon as possible. **Action: Clerk**

06.11.13 Correspondence

~ BCKL&WN re planning application Nanaimo Cottage.

06.11.14 Business Extra to the Agenda

No items were raised.

06.11.15 Date of next meeting: Tuesday 8th January 2018 at 7:45pm

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

- Chase up community payback scheme
- Contact Cllr Dark re white lines and bridge
- Order defibrillator
- Prepare data protection policy and procedure
- Announce dates for 2019 meetings

All councillors

- Review 2019/20 Budget

06.11.17 The meeting closed at 9.00 pm.

DRAFT