

The Annual Parish Council Meeting of Flitcham cum Appleton Parish Council
Tuesday 7th May 2019 at 8:00 p.m.
at the Community Centre, Flitcham

Present: Mr Richard Gray Monica Mortensson
 Mr Geoff Kilham Mark Dorr
 Cllr. Jim Moriarty Gill Welham – Clerk

07.05.01 Apologies for absence

There were no apologies for absence.

07.05.02 Election of Chairman

RG proposed Geoff Kilham to continue as Chairman which was seconded by MM and agreed unanimously. Geoff Kilham then signed the Acceptance of Office.

07.05.03 Election of Vice Chairman

GK proposed that RG should continue to serve as Vice Chairman which was seconded by MD and agreed unanimously. The Acceptance of Office was then signed

07.05.04 To receive declarations of interest

There were no declarations of interest.

07.05.05 To approve and sign minutes of the Parish Council Meeting held on 5th March 2019.

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

07.05.06 Matters arising from the minutes

05.03.18 RG had sought residents opinions regarding Nanaimo Cottage and these opinions were passed back to the planning department at the Borough Council. These changes have now been approved.

05.03.10 AFenn had been issued with a contract for grass cutting and indeed had commenced the work. GK to chase up the signed contract. **Action: GK**

05.03.11 The election for parish councillors had been uncontested and therefore the council now have 3 vacancies to try and fill. The documentation the councillors need to sign regarding their election expenses was signed by all as a NIL return and acceptance of office forms signed. However JM stated that new Register of Interest forms would need to be completed by all councillors. **Action: Clerk to arrange.**

05.03.17 GK had contacted AFenn who advised that the timber for the fencing was supplied by Sandringham Estates and had been pre treated.

07.05.07 Public question time

There were no members of the public present.

07.05.08 Reports from the councillors of NCC and BCKL&WN

Cllr Moriarty introduced himself and stated he knew that Cllr Tilbrook would be a hard act to follow. He was welcomed by the Chairman. He advised that the Borough Council now comprised of 28 Conservatives, 17 Independent, and 10 Labour councillors giving the Conservatives a very small majority. He was hopeful that the council would work closely together. There would also be a new Chair of Planning.

Cllr Moriarty's ward now comprises of Flitcham, Hillington, Harpley, Great Massingham, Little Massingham, Castle Acre and West Acre with total councillors down from 62 to 55.

07.05.09 Financial Matters

a) The review of the effectiveness of internal control had been carried out earlier in the accounting 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 30th April 2019.

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 was presented to the councillors for review and ultimately signed off by the Chairman. The budget set for the year had been realistic as there was a small surplus of £214 to carry forward for 2019/20 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 reviewed and accepted in July 2018 and would be reviewed again prior to the July 2019 meeting in time for sign off at that meeting.
- f) Three insurance quotes from Came & Co had been received and circulated prior to the meeting. It was noted that insurance had increased by c. £10 for the year. Following discussion it was agreed to insure through Inspire for one year only at the rate of £442.63. 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** However, the Clerk had not been happy with the way the 3 quotes had been presented by the Broker and it had been agreed to look at separate quotes next year.

g) **Financial Report**

Cash Received

Precept	£3,370.00
VAT Refund	£363.31
	£3,318.50

Cheques for approval at this meeting

516 Clerk's Salary (Gill Welham)	£153.88
517 HMRC (Clerk tax)	£26.20
518 Came and Company (Insurance)	£442.63
519 A Fenn Grass Cutting (Mar/Apr)	98.00

Total Expenditure	£720.71
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Balance in current account	£4,360.17
Balance in business saver account	£363.31

Total balance remaining	£4,723.48
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07.05.10 Gt. Massingham Area Community Car Scheme

GK had been approached by this organisation to seek support for the scheme which was run by voluntary donations. It was pointed out that we already have a similar scheme in operation and a donation is made to that organisation. However, without much information, it was impossible to make any real decisions. GK agreed to contact them and request a poster which could be put on to the parish website. **Action: GK**

07.05.11 Correspondence

BCKL&WN re planning application for change of use at Flitcham Barns. Cllr JM agreed to establish some of the details regarding this application as concerns had been raised about lack of parking in the area. The PC need to respond regarding this matter by 16 May 2019. **Action: Cllr M/RG/Clerk**

07.05.12 Business Extra to the Agenda

The bridge on Hillington Road appeared to have had another collision as debris had been found on the road. The councillors updated Cllr M regarding the issues experienced on that stretch of road. GK also pointed out that one of the signs alerting traffic to the narrowing roadway had been turned and was now facing the field. The Clerk was asked to advise Highways once again. Cllr M stated he would also have a chat with Highways to see if he could establish more about the reluctance of Highways to address this ongoing issue. **Action: Clerk/Cllr M**

07.05.13 Date of next meeting: Tuesday 9th July 2019 at 7:45pm

07.05.14 Action to be taken by the next meeting:

Clerk

- Arrange for councillors to sign new register of interest forms
- Pay insurance cheque at end of May
- Respond re planning application

GKilham

- Contact Gt Massingham re obtaining a poster for website
- Chase AFenn for signed contract

Cllr Moriarty

- Check with Planning re concerns over parking at Flitcham Barns
- Speak with Highways regarding concerns about the Bridge on Hillington Road

The meeting closed at 8:45 pm.

DRAFT