

The Parish Council Meeting of Flitcham cum Appleton Parish Council

Monday 1st July 2024 at 7:30 p.m.

held at The Community Centre, Flitcham

Present:

Susan Allen - Chair	Richard Gray
Terry Allen	Ann Beasley
Cllr. S Dark	Cllr A. Beales
Gill Welham – Clerk	

Members of the Public: Robert Timmins

01.07.01 Welcome from the Chair

The Chair welcomed everyone and thanked them for attending, in particular the one member of the public.

01.07.02 To receive and consider apologies for absence

There were no apologies for absence.

01.07.03 To receive Declaration of interest in items on the Agenda

There were no declarations of interest.

01.07.04 To approve and sign minutes of the Parish Council Meeting held on 7th May 2024

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

01.07.05 Matters arising from the minutes not already on the Agenda

07.05.07 The Chair made a statement regarding the children's play area that was discussed at the May meeting. She pointed out that the land was donated to the Parish Council by Sandringham Estate and the village obtained a grant and fund raised in order to purchase the equipment. Cllr's. Allen and Gray have continually maintained it at a much lower cost than would be expected, thereby saving the parish a considerable amount of money. There may not be many children in the village, but proof the playground is being used is the rubbish bins need to be emptied regularly. It was felt that instead of criticism, the two councillors should be thanked for their hard work and went on to thank them both publicly for all the work they do on behalf of the PC and to record those thanks within the minutes.

07.05.09 The Clerk advised that the AGAR/Audit documentation had been forwarded to PKF Littlejohn and confirmation or receipt received. All information required by law is now posted on the PC website.

01.07.06 Public Question Time

Only one member of the public was present and he had no questions. However, he did remind the meeting that his door is always open should we need to contact him for advice/help.

01.07.07 Reports from the councillors of NCC and BCKL&WN

Cllr Dark updated the meeting with regard to the recent Highways visit to Abbey Road. Highways have arranged for contractors to clear the ditches and resolve the inherent problem with drainage and ultimately, flooding. Work is planned in the near future.

Speeding – with regard to the request for a 20mph limit along Abbey Road; Highways have stated that it would not be in line with County Policy and are looking at best practical solutions. Currently they are looking at Village Gates with a 'Welcome' and 30mph sign which would be reinforced with '30mph' road markings at periodic intervals. Cllr Dark has offered to fund the cost of these works from his own Council budget.

Sandringham Concerts – Cllr's Dark and Beales recently met with Edward Parsons and team regarding this matter. The meeting was productive. There will be no major events this year and bank holiday weekends will be avoided in future. Sandringham will be looking for wider input from the local community having learned lessons from the 2023 concerts and have agreed to engage more with the wider community. Edward Parsons had already made contact with the Chair and dates were to be offered to meet with him.

Action: Clerk

Cllr Beales advised that the regular BC Parish Meetings proved to be successful and will continue with Terry Parish and Jim Moriarty chairing the meetings.

01.07.08 **Income& Expenditure / Financial Matters**

Salary - The Clerk had prepared a report in advance of the meeting regarding hours paid in comparison to hours worked. Following discussion it was agreed that the Clerk would commence timing the hours of work and claim additional hours, bi monthly, along with the usual salary. **Agreed: All**

- ~ **To review Register of Assets** – this was furnished prior to the meeting and agreed to be complete. However, depreciation has not been noted and still remains on the books as total assets of £36,232. Advice will be sought by the Clerk in this regard. **Action: Clerk**
- ~ **To review the Standing Orders** – these were furnished prior to the meeting for review and were unanimously adopted and signed by the Chair.
- ~ **To review the Financial Regulations** - these were furnished prior to the meeting for review and were unanimously adopted and signed by the Chair.
- ~ **To review the Internal Controls** - these were furnished prior to the meeting for review and were unanimously adopted and signed by the Chair.

Finance

Approval of payments as follows:

Cash received since last meeting:

Bank interest on Saver Account	<u>£8.91</u>
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Payments made between meetings not yet formally approved

10.06 BACS - LA Garden Maintenance	£75.00
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Payments for approval at this meeting

01.07 BACS - G Welham (Clerk's Salary & expenses)	£275.65
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01.07 BACS - HMRC (Clerk Tax)	<u>£61.60</u>
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Total Expenditure	£412.25
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Balance in current account	£3,323.38
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Balance in business saver account	<u>£2,392.09</u>
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Total balance remaining	£5,715.47
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The Memory stick was exchanged.

01.07.09 **To Review the Playground/Defibrillator monthly Inspection Reports**

R Gray carried out regular monthly checks to ensure the defibrillator was always Emergency Ready and issued monthly reports. However, he advised that he has to regularly replace the AAA batteries that illuminate the cabinet at night which he has never claimed for. Following discussion it was agreed that Cllr. Gray should make a bulk purchase of the batteries and forward a receipt to the PC for reimbursement. Agreed by all. **Action: RGray**

T Allen had carried out a routine playground inspection and issued reports on the condition of the playground prior to the meeting.

The work to place the metal feet at the base of some the equipment is currently on hold as it's a difficult job to dig out and so far, no one from the village has volunteered to help. A concerted effort will be made to try and get some assistance in this regard. **Action: All**

01.07.10 **To Update re Highways meeting**

This had been discussed previously under 01.07.07

01.07.11 **To Update re Rat Infestation**

Following the previous meeting the Clerk had written to Sandringham Estate regarding the problem and was advised the Wardens Team were doing their utmost to keep on top of the rat population. Pest control regulations have changed resulting in the rat population increasing. However, ultimately individual properties were responsible for their own pest control and Sandringham recommend that residents impacted by vermin should contact a regulated pest controller such as Command Pest Control based in Norwich and Ipswich.

01.07.12 **To Update re Sandringham Licence**

Cllr Beales had met with the Licensing Service Manager at the BC to establish more information on how the licence was agreed initially. He would forward a synopsis of that meeting to the PC to assist with the understanding of it. **Action: Cllr Beales**

01.07.13 To Agree Cutting War Memorial Hedge

Cllr Allen suggested that the PC employ someone to cut back the hedge around the War Memorial. The perfect weather conditions have made the hedge grow prolifically. It is usually cut in time for Remembrance Sunday, but it also needs cutting now. Following discussion it was agreed to ask LA Garden Maintenance if they would carry out the work and establish a cost. Agreed by all. **Action: TA**

01.07.14 Correspondence

Email - BCKL&WN – re planning approval for new Cattle Building at Appleton Farm (*The clerk confirmed that no prior request had been received from the BC*)

Email - BCKL&WN – Consultation regarding Ringstead Neighbourhood Plan

Email - Norfolk CC – Norwich Western Link Project update

Email - BCKL&WN – Borough planning Parish update sessions – 12th/19th September (*TA suggested that one councillor at least should attend*). **B/F next meeting (Action: Clerk)**

01.07.15 Business Extra to the Agenda

The Chair reminded the PC that they had agreed to look at Defibrillator training for residents that were interested. Cllr Dark recommended that the PC contact NARS a voluntary Ambulance Service that can assist with such training. The Clerk was asked to make contact to establish a price/dates. **Action: Clerk**

01.07.16 Date of next meeting: Monday 2nd September 2024. Commencing 7:30pm

01.07.17 Action to be taken by the next meeting:

Clerk

- Confirm suitable dates with Sandringham Estates
- Asset Register – how to record depreciation
- To remind Councillors regarding the Parish Update sessions 12/19th September.

R Gray

- Purchase AAA batteries for defibrillator cabinet

Cllr. Beales

- To forward synopsis of Licensing meeting.

T Allen

- To arrange for cutting of War Memorial Hedge

Items for Next Meeting

To remind Councillors regarding the Parish Update sessions 12/19th September.

The meeting closed at 8:40 pm.