

**Minutes of the Meeting of Fleggburgh Parish Council held on
Wednesday 19th March 2025 at 7.30pm at Fleggburgh Village Hall**

Present: Keith Osborne (Chairman)
David Flowerdew
Terry Gammans
C Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson and 5 members of the public.

1. Apologies for Absence

Apologies for absence were received from Christine Merritt and George Manning.

2. Declaration of Interest for items on the agenda

Keith Osborne declared an interest in item 9c(vii) as he was the recipient of the expenses claim.

3. Public Forum

a) Public

A member of the public reported that Burgh St Margaret Church was organising a Celebration of Fleggburgh (all three settlements) in July, and was inviting window displays. The annual PCC meeting would be in March at Filby. It was noted that the corner of Town Road / Main Road where the telephone box was had not had the flooding issue sorted. The Parish Council was not aware of this but had been following up the one opposite Pound Road.

A member of the public asked why £5,820 was being spent on a consultant for the Neighbourhood Plan. It was confirmed that this had been discussed over a number of months and was covered in full by a grant.

A member of the public noted that the mural did not feature Burgh St Margaret. It was noted that it was there in small writing, but this was a Village Hall Committee matter.

b) Police Report

Not present.

c) County Councillor

Not present.

d) Borough Councillor

Borough Councillor Adrian Thompson reported that the Section 106 money for a new development was being worked on, which would be available for playground equipment or highway improvements. The application for double yellow lines near the pub had gone in to the County Council on 11th February 2025, with a positive response. It had been accepted that there was a need for this, and the County Councillor was looking to put money in, together with Adrian's ward member funding. The Parish Council was being asked to contribute towards this.

A member of the public noted that there was a car parked on the junction this evening, and it was noted that this was in hand.

The Local Plan had been submitted to the government and should be adopted for January 2026.

Devolution was discussed, noting that the County Council was keen for one Unitary authority. The Borough Council felt that this was too big, and GYBC would be proposing a model for Norwich; King's Lynn and West; and Great Yarmouth and East. Certain criteria had to be met, the submission date was Friday 21st March 2025, and all options would be discussed. Any proposal would also include an elected Mayor.

It was confirmed that Highways was the authority responsible for the double yellow lines, however they were unlikely to fund this outright. It was suggested that if this had been recognised as a danger, they should pay. A contribution would be sought from Highways. Adrian noted that the Parish Council was being asked to contribute but there was no set figure.

4. Minutes of the meeting held on Wednesday 15th January 2025

The minutes of the meeting were **agreed** and signed by the Chairman, proposed by David Flowerdew, seconded by Terry Gammans, all in favour.

5. Councillor Resignations

It was noted that Adrian Thompson and Gary Boyd had been directed by the Monitoring Officer to resign from the Council, as their tenure only related to a period to bring the Parish Council back into quorum. The vacancies had been advertised.

6. Co-option of Parish Councillors

There had been no further applications for co-option. The Clerk suggested that word of mouth was the best way to recruit, and councillors were asked to consider how they could effectively advertise and recruit.

The Clerk was asked to put this onto the next agenda.

ACTION: All
ACTION: Clerk

7. Correspondence and Consultations

a) Burgh St Margaret Churchyard Closure

The Clerk reported that she had received the Order in Council relating to the closure of part of Burgh St Margaret Burial Ground. She noted that responsibility for maintenance still remained with the Parochial Church Council until they formally notified the Parish Council that they wished to hand over maintenance responsibility, at which time the Council had a set period of time to agree to this; or to pass it on to the Borough Council. A member of the public reported that the ten day notice had recently gone up, and it was expected that the Final Order would be issued by the Privy Council on or shortly after 6th May 2025.

b) Cycle Route at Acle Bridge

An email had been received noting difficulties in using the cycle route at Acle Bridge. This would be discussed further under the Neighbourhood Plan.

c) General Correspondence

None.

8. Planning

a) New Applications

06/25/0137/HH Oak Tree Barn, Main Road, Clippesby: Installation of an additional solar panel tracker pedestal.

It was noted that this was one of a few, and there had been no objections from neighbouring properties. The others had received no objections previously.

It was **agreed** to submit no objections, proposed by Terry Gammans, seconded by David Flowerdew, all in favour. **ACTION: Clerk**

b) Applications Considered Between Meetings

06/25/0049/TRE 4 Trust Close: Proposed works to protected trees (Tree Preservation Order ref: TPO No. 10 1991) – T6: Sycamore - Fell and remove stump; T7: Sycamore - Fell and remove stump; T8: Ash - Fell and remove stump; T9: Sycamore - Fell and remove stump. Additional works not requiring permission: T1: Sycamore - Remove crown deadwood; T2: Ash - Remove crown deadwood; T3: Lime - Remove crown deadwood; T4: Sycamore - Fell (dead); T5: Sycamore - Fell (dead). **NO OBJECTIONS**

c) Decisions

None.

9. Accounts for Approval and Payment

a) Financial Update 2024/25

The financial update was presented, noting that the Council had £46,492.55 in the bank at 28th February 2025. Of this, £40,102.65 was in earmarked reserves. Receipts since the last meeting were:

- £416.00 – Land Rental

The above documents were noted. It was noted that £1,900 would be held over in reserves from the 2024/25 budget for the Rollesby Road gateways, and that there was a £1,900 deficit between bank balance and reserves. However as the Council had a healthy level of reserves, the Clerk did not consider this to be a problem. The Clerk suggested that this could be rectified in the 2025/6 financial year by lowering the General Reserve

b) Tax Base

It was noted that due to changes in second home Council Tax levy, the tax base had increased to 435, which changed the Band D figure to £49.99, representing an decrease of 153.62%.

c) Payments

Standing Order and Direct Debit payments were noted as indicated below. It was **agreed** to pay the following, proposed by David Flowerdew, seconded by Terry Gammans, all in favour:-

C Moore	Salary February 2025 (SO 28.02.2025)	£486.15
HMRC	PAYE February 2025 (DD)	£124.40
C Moore	Expenses, WFH, Salary Top Up Feb 2025	£16.28
C Moore	Salary March 2025 (SO 31.03.25)	£486.15
HMRC	PAYE March 2025 (DD)	£124.40
C Moore	Expenses, WFH, Salary Top Up March 2025	£16.28
CC Planning	Neighbourhood Plan Consultant	£5,820.00
Norfolk PTS	Subscription	£217.47
Information Commissioner	Subscription (DD)	£47.00

10. Highways

a) General Highways Issues

No new issue, the Town Road / Main Road flooding had been noted.

b) Footpath Warden

It was noted that the Footpath Warden would walk the paths and report back issues to the Parish Council. It was **agreed** to advertise the role publicly to a voluntary position. Keith Osborne would put something together for this. **ACTION: KO**

- c) General Parish Council Assets
Nothing not already on the agenda.
- d) Footway outside The Cottage, Main Road, Clippesby
The Clerk reported that this was on the handover note for the new Clerk to take forward.

11. Reports from Councillors and Outside Bodies

- a) Village Hall Representative
Terry Gammans reported that the car park extension issue was ongoing, and two more reports were required, including bats. The straw had been moved but needed to be trailered away. The trees were being investigated alongside the footpath, an inspection costing was being investigated. The Clerk noted that for insurance purposes only a qualified arboricultural assessment would be valid, and it was noted that if the trees were not on Village Hall land, the landowners permission would be required.
- b) Footpath Warden
No report as no-one in post.
- c) Poors Trust process to appoint Trustees
Terry Gammans reported that he had been in discussion with the Chairman of the Poors Trust, and Terry was invited to the next meeting. The process for appointing Trustees would be discussed then.

12. Other Matters

- a) Type 1 for The Common track
It was **agreed** to ratify the decision to spend £540 on a lorry load of Type 1 at the track at The Common, proposed by Keith Osborne, seconded by Terry Gammans, all in favour.
- b) Parish Partnership Scheme
It was noted that the funding had been approved for the Clippesby gates however the final price and schematic was not yet available.
The Clerk reported that she had been chasing the design for the Rollesby Road gateways since November 2024, a design had finally been received but it had omitted the amended wording. A new design had been requested. It was **agreed** that Keith Osborne would take over communication on these issues, as he had been involved in this. **ACTION: KO**
- c) Double Yellow Lines Town Road / Main Road
It was noted that at this stage there was not funding available as it had not been budgeted for, however if any of the projects budgeted in 2025/6 did not go ahead, funds could be diverted.
- d) Replacement Mirror Town Road / Rollesby Road
It was noted that this had been replaced at no cost to the Council. Terry Gammans was thanked for arranging this.

e) Village Sign Maintenance

It was noted that the Clippesby sign needed some attention, the person who built it did not have insurance so this contractor could not take it forward as the Council's insurance had stated they needed insurance. It was suggested that the Burgh St Margaret sign may also need attention. Terry Gammans offered to bring the information of a potential contractor to the next meeting.

ACTION: TG

It was noted that the village gateway sign had been damaged on the Acle side, Terry Gammans would forward photos and information for a potential insurance claim.

ACTION: TG / Clerk

f) Visual Amenity at Wesleyan Chapel

The Clerk reported that this was being handed over to the new Clerk to take forward.

ACTION: Clerk

g) Footpath Cutting Prices 2025

The Clerk reported that three prices had been received for the footpath cutting for 2025: Contractor 1 - £1,027; Contractor 2 - £2,775; and Contractor 3 - £3,995; Contractor 4 - £1,100. The grass cutting contractor had declined to quote as he did not have the correct equipment. It was **agreed** to appoint Contractor D (Paynes Horticultural) at a cost of £1,100, proposed by Keith Osborne, seconded by Terry Gammans, all in favour.

ACTION: Clerk

h) Service Delegation Agreement: Footpaths

The Clerk reported that Norfolk County Council had declined to enter into an agreement for only FP10 and FP15 so this would not be progressing.

i) Review of Neighbourhood Plan

Keith Osborne reported that a working group meeting had taken place on Monday, the draft Plan was being put together by the consultant. The next meeting would be in six to eight weeks.

j) Appointment of Internal Auditor

Three prices had been received, and their scopes of work were considered. Auditor 1 - £45; Auditor 2 - £105; Auditor 3 - £175. It was **agreed** to appoint Sarah Hunt at £175, proposed by Keith Osborne, seconded by David Flowerdew, all in favour.

ACTION: Clerk

k) Preparation of 2024/25 Accounts

It was **agreed** that the outgoing Clerk would prepare and present the 2024/25 accounts for internal audit, noting that there would be no extra cost, proposed by Keith Osborne, seconded by Terry Gammans, all in favour.

ACTION: Clerk

l) Complaints Committee

The draft minutes and final decision notice from the Complaints Committee was noted.

13. Items for the Next Agenda

None.

14. Date of Next Meeting

Annual Parish Meeting: Wednesday 16th April 2025, 7.30pm at Fleggburgh Village Hall.

15. Exclusion of the Press and Public

It was **agreed** to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 for the duration of item 15a due to the confidential business to be transacted, proposed by Keith Osborne, seconded by David Flowerdew, all in favour.

a) Appointment of Parish Clerk or Locum Clerk

The candidates were discussed and a preferred candidate was agreed, proposed by Keith Osborne, seconded by Terry Gammans, all in favour. **ACTION: Clerk**

If the preferred candidate did not take up the job, the Staffing Committee would meet formally as a Committee to discuss whether to look for a locum or whether to offer to the second candidate.

The meeting was closed at 8.40pm.

CHAIRMAN