

**Minutes of the Meeting of Fleggburgh Parish Council held on
Tuesday 7th August 2024 at 7.30pm at Fleggburgh Village Hall**

Present: Keith Osborne (Chairman)
Gary Boyd
Terry Gammans (from item 3)
David Flowerdew (from item 3)
Christine Merritt
Adrian Thompson
C Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson and 7 members of the public.

Prior to the start of the meeting, Keith Osborne paid tribute to former Councillor and Chairman Frank Brown, who had passed away in June.

The meeting was opened by Keith Osborne as Vice Chairman. Adrian Thompson and Gary Boyd were welcomed to the Council, as Great Yarmouth Borough Council appointees following the period that the Council has been inquorate.

1. Election of Chairman

Keith Osborne was elected as Chairman, proposed by Christine Merritt, seconded by Adrian Thompson, all in favour.

2. Election of Vice Chairman

Christine Merritt was elected as Vice Chairman, proposed by Keith Osborne, seconded by Adrian Thompson, all in favour.

3. Co-option of Parish Councillors

The Chairman invited Terry Gammans to speak to his application. It was **agreed** to co-opt Terry Gammans, proposed by Keith Osborne, seconded by Christine Merritt, all in favour. The Declaration of Acceptance of Office was signed, and Terry took his seat in the Council.

The Chairman invited David Flowerdew to speak to his application. It was **agreed** to co-opt David Flowerdew, proposed by Keith Osborne, seconded by Christine Merritt, all in favour. The Declaration of Acceptance of Office was signed, and David took his seat in the Council.

The third applicant was not present at the meeting. It was **agreed** to co-opt George Manning, proposed by Keith Osborne, seconded by Christine Merritt, all in favour. The Declaration of Acceptance of Office would be signed at a later date.

ACTION: Clerk

4. Apologies for Absence

There were no apologies for absence.

5. Declaration of Interest for items on the agenda

None.

6. Appointments to Committees and Outside Bodies

- Christine Merritt, David Flowerdew, and Keith Osborne were appointed to the Staffing Committee, proposed by Adrian Thompson, seconded by Christine Merritt, all in favour.

- Gary Boyd was appointed as Footpath Warden, proposed by Keith Osborne, seconded by Terry Gammans, all in favour.
- Christine Merritt was appointed as Trustee appointed by Fleggburgh Parish Council on the Village Hall Management Committee, proposed by Keith Osborne, seconded by Gary Boyd, all in favour. **ACTION: Clerk**
- The history of a Parish Council representative on the Poors Trust was noted, it was understood that a Parish Council representative had previously been appointed, and a dialogue would be needed with the Poors Trust to establish whether this was set out in the Trust document. The Clerk was asked to make contact with the Poors Trust on this, sending a letter by recorded delivery.

ACTION: Clerk

It was **agreed** to appoint Terry Gammans to discuss the matter with the Poors Trust going forward. **ACTION: TG**

The Clerk would update these roles on the website.

ACTION: Clerk

7. Public Forum

a) Public

The Chairman of the Village Hall Management Committee gave a report to the Council noting the activities of the Committee over the past few months.

A member of the public asked whether the Parish Council could consider the car park extension. He felt that as Custodian Trustee the Parish Council had a role in this, and the car park did not meet with the charitable objectives.

b) County Councillor

Not present, no report.

c) Borough Councillor

Adrian Thompson reported that a Neighbourhood Watch scheme had been set up for the local area, introducing Nigel Hearth as the co-ordinator. New signage would be coming to the villages.

The hedge at Billockby had been cut and the pavement sprayed.

A fence had been dealt with at Orchard Way. Some tree work had been carried out at Broad Road.

There was some Section 106 money available locally, which could give some funding for play equipment at the Village Hall.

Filby and Fleggburgh had hosted a very successful Open Gardens weekend, with car boot as well. This would next be held on 19th and 20th July 2025.

d) Police Report

Unable to attend the meeting.

8. Minutes of the meeting held on Wednesday 7th May 2024

The minutes of the meeting were **agreed** and signed by the Chairman, proposed by Keith Osborne, seconded by Christine Merritt, all in favour. **ACTION: Clerk**

9. Matters Arising

a) Concurrent Funding Grant for Burial Grounds

Keith Osborne reported that a meeting had been held with representatives of the Parochial Church Councils at Burgh St Margaret and Clippesby, with Billockby also represented. Decisions would not be made on this matter until GYBC confirm whether concurrent funding would be cut.

- b) Concurrent Funding Grant for Open Spaces
Keith Osborne reported that a meeting had been held with representatives of the Village Hall Committee. Open Spaces concurrent funding had already been removed, and further discussions would be taking place as part of the budget setting process.

- c) White Lining Town Road / Rollesby Road
This work had been completed.

10. Correspondence and Consultations

- a) Parish Partnership Scheme 2025/26

It was noted that the Parish Partnership Scheme was open for applications for the 2025/26 funding round, which would close in early December 2024. All councillors were asked to bring any projects to the September meeting, noting that the Parish Council would fund 50%.

Adrian Thompson noted that there was a piece of path not included connecting the pavement to the bus shelter, either trod path or full pavement. The Clerk was asked to get a price for both options.

ACTION: Clerk

Footpath 6 also needed looking at, and Clippesby residents had asked for a new village gateway sign to be installed, with the existing one being moved. These would be priced up.

ACTION: Clerk

- b) Closure of part of Burgh St Margaret Churchyard

Keith Osborne reported that a Notice of Intention had been received regarding the closure of part of the churchyard at Burgh St Margaret. Maintenance responsibilities could be passed to the Parish Council, who in turn could then pass them to Great Yarmouth Borough Council. This was subject to statutory process which would take time to proceed.

- c) General Correspondence
The Harnser magazine was circulated.

11. Planning

- a) New Applications
None.

- b) Applications Considered Between Meetings

06/24/0120/PAD Jendik Farm, Main Road A1064, Fleggburgh: Application to determine whether prior approval is needed for the conversion of an agricultural building into 2 dwellings with associated building works, including demolition, installation of new windows and doors and roof alterations.

COMMENTS SUBMITTED

06/24/0105/HH Haven Cottage, Rollesby Road, Fleggburgh: Demolition of existing side extension garage. Erection of 2-storey side extension.

OBJECT

- c) Decisions

BA/2024/0129/FUL Broadland Sports Club, Bridge Farm Track, Fleggburgh: Erection of single-storey extension, additional hard surfacing and parking spaces.

APPROVED

12. Accounts for Approval and Payment

a) Financial Update 2024/25

The financial update was presented, noting that the Council had £47,153.13 in the bank at 31st July 2024. Of this, £39,077.65 was in earmarked reserves. Receipts since the last meeting were:

- £1,468.62 – VAT Reclaim
- £624.00 – Land Rental
- £260.68 – Interest

The above documents were noted.

b) Payments

Standing Order and Direct Debit payments were noted as indicated below. It was **agreed** to pay the following, proposed by Keith Osborne, seconded by Christine Merritt, all in favour:-

C Moore	Salary May 2024 (SO 31.05.24)	£486.15
HMRC	PAYE May 2024 (DD)	£121.60
C Moore	Salary June 2024 (SO 30.06.24)	£486.15
HMRC	PAYE June 2024 (DD)	£121.60
C Moore	Salary July 2024 (SO 31.07.24)	£486.15
HMRC	PAYE July 2024 (DD)	£121.60
C Moore	Expenses, WFH, Salary Top Up May 2024	£5.00
C Moore	Expenses, WFH, Salary Top Up June 2024	£5.00
C Moore	Expenses, WFH, Salary Top Up July 2024	£5.00
C Moore	Reimbursement – Internal Audit, Vodafone, Donation	£175.00
Zurich Insurance	Insurance Renewal	£313.43

13. Highways

a) Improvements to Footpath 6

Covered under item 10a.

b) Village Gateways Schematic

The email from the Highways Engineer was noted, and a schematic would be received in due course. The location of the signs would be moved slightly due to the visibility splay of the residential property.

14. Other Matters

a) Visual Amenity at Wesleyan Chapel

It was noted that concerns had been expressed regarding the condition of the property and site, which was Grade 2 listed. A letter had gone to the registered owner of the Chapel (following a Land Registry search) asking for the site to be tidied up. Historic England had advised that the Parish Council needed to contact Great Yarmouth Borough Council for further discussion about this.

b) Overgrown Hedge and Weeds at Clippesby / Billockby

Adrian Thompson reported that the hedge had been cut and the weeds sprayed. It was noted that there were three plots of land behind the hedge, the Clerk was asked to do a Land Registry search for the owners of the three plots, proposed by Keith Osborne, seconded by Adrian Thompson, all in favour.

ACTION: Clerk

- c) Tree Preservation Order No. 10 1991 – Former Bygone Village
Keith Osborne reported that he had met with the GYBC tree officer, who was of the opinion that the TPO needed to be separated between the Parish Council land and the residents. A Woodland Preservation order had been suggested. The Clerk was asked to chase this up. **ACTION: Clerk**
- d) Tree Inspection Prices
The Clerk reported that she had contacted four contractors, with only one replying with a price. It was **agreed** that the tree officer would be asked for recommendations for qualified arboriculturists. **ACTION: Clerk**
- e) Dog Fouling
Christine Merritt reported that she would be taking this forward with the Chairman of the Village Hall Management Committee. The people who emptied the bins were thanked for their efforts. The school children and parents were being engaged in making people aware of the bins available. It was suggested that surveillance could be put in place to monitor the issue. This would be included in the next agenda. Maps would be printed and put into the notice boards. **ACTION: Clerk**
- f) Review of Neighbourhood Plan
With the new Local Plan being developed, the Parish Council needed to ensure that the Neighbourhood Plan was also reviewed. Fran Dockerty had offered to support this review, and it was suggested that another three volunteers should sit on a Working Group. It was suggested that an advert should be put out for volunteers. Adrian Thompson noted that Collective Community Planning should be engaged to give a quote and look at grant applications, noting that the referendum needed to be targeted for March or April 2024.
It was **agreed** to:
 - Get a quote from Collective Community Planning including applying for Locality funding
 - Agree Terms of Reference
 - Advertise for volunteers to do this**ACTION: Clerk**
- g) Review of Standing Orders and Financial Regulations
The Norfolk PTS model Standing Orders and Financial Regulations were **agreed**, proposed by Keith Osborne, seconded by Gary Boyd, all in favour. **ACTION: Clerk**
- h) Co-option Policy
The Co-option Policy was **agreed**, proposed by Keith Osborne, seconded by Christine Merritt, all in favour. **ACTION: Clerk**
- i) Maintenance of Village Signs
It was noted that the Clippesby village sign needed maintenance, and the Burgh St Margaret sign also needed to be looked at, ahead of next years budget. Clippesby needed painting / restaining, and a village resident had offered to undertake this work for the cost of materials, and the sign being taken down. It was not known what work was needed.
The Clerk was asked to check the insurance while the sign was away.
- j) Tower Road Land Lease
It was noted that the lease was due for renewal from 1st November 2024. The current licensee had not had a rental increase since the licence was granted in 2017,

and it did include the woodland area. The Clerk was asked to get a price for a professional valuation of the grazing land rent, and consult with the Chairman on whether to go ahead.

ACTION: Clerk

15. Items for the Next Agenda

a) Overgrown Hedge

The Clerk was asked to write to the resident with the overgrown hedge on the junction of Tower Road / Rollesby Road asking for this to be cut back.

ACTION: Clerk

It was suggested that a Facebook appeal could be made for volunteers to help in the community. A member of the public offered to assist with a video appealing for helpers, which was gratefully received.

The meeting was closed at 9pm.

CHAIRMAN