

**Minutes of the Meeting of Fleggburgh Parish Council held on  
Wednesday 11<sup>th</sup> September 2024 at 7.30pm at Fleggburgh Village Hall**

**Present:** Keith Osborne (Chairman)  
David Flowerdew  
Christine Merritt  
Adrian Thompson  
C Moore, Parish Clerk

**Also present:** PC Callum Ball and 7 members of the public.

**1. Co-option of Parish Councillors**

There had been no further applications for co-option.

**2. Apologies for Absence**

Apologies for absence were received from George Manning, Terry Gammans and Gary Boyd.

**3. Declaration of Interest for items on the agenda**

None.

**4. Appointments to Committees and Outside Bodies**

- Poors (Burgh and Billockby Land) Trust – correspondence had been sent and acknowledged, and was awaiting response.

**5. Public Forum**

**a) Public**

A member of the public asked whether the Parish Council could consider the impact of the appointment system at Caister Tip to dispose of dog waste.

A member of the public noted that there was flooding on the corner of Main Road / Town Road. It was understood that something was being done about this, the Clerk would chase up Highways about this.

**ACTION: Clerk**

Adrian Thompson requested an update on the pavement at the Kings Arms.

A member of the public raised the issue of the Parish Staithe, which was going to be researched in October 2020, and asked when this would come back to Council. The questions were, is there a Parish Staithe, where is it, and is it accessible? It was noted that this would be taken up with the Poors Trust once a line of communication was opened. This would be put onto the next agenda.

**ACTION: Clerk**

A member of the public noted that a Trustee had previously been appointed to the Poors Trust, and it was felt that the Parish Council had a role. This was due to be discussed with the Poors Trust along with other governance discussions. The Chairman confirmed that the Council felt that there should be better communication with the community and Parish Council. The member of the public agreed to forward a copy of the governing document that he held, and any other background information together with any questions he had previously raised.

A member of the public noted that the church notice board required repair. It was noted that this was not on the asset register, and previous repairs may have been

carried out for free. It was not used by the Parish Council, but the Chairman offered to help look at it.

b) Police Report

PC Callum Ball introduced himself as the Beat Manager, having taken over from Gary May who had retired. He hoped to meet people within the community and attend meetings when he could. An updated poster would be circulated.

c) County Councillor

Not present, no report.

d) Borough Councillor

Adrian Thompson reported that the Borough Plan was the main focus of the Council at the moment. The call of sites had brought forward one site in Fleggburgh, and the change of government had changed the timescales and housing allocations within the Borough. The Plan had to be submitted to the government by December 2024 to keep the current housing allocations, provided it was within 200 houses.

Housing allocations for affordable housing had dropped to 10%. Food production was no longer a valid planning objection when looking at applications. The emphasis was on letting properties rather than selling.

The Neighbourhood Plan needed to be reviewed alongside the Local Plan, there were no planned changes to Neighbourhood Plans and local evidence would be used for tenure split.

The double yellow lines issue was still in communication with Highways. A TRO was not thought to be likely as there had been no third party incidents which meant it was felt to be safe. The junction remained clear when it was visited. It had been suggested that the Parish Council and Local Members should be canvassed for the changes and evidence gathered, and that at this point funding could be found for the assessment.

The speed limit on the A47 Acle Straight with speed cameras was being considered, however this left the road through Filby and Fleggburgh still at 60mph where not regulated, this could be addressed within the Neighbourhood Plan.

**6. Minutes of the meeting held on Tuesday 7<sup>th</sup> August 2024**

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

**7. Matters Arising**

a) Overgrown Hedge and Weeds at Clippesby and Billockby

It was noted that further work had been done in the area.

**8. Correspondence and Consultations**

a) Closure of part of Burgh St Margaret Churchyard

It was noted that the PCC had asked for a formal response from the Parish Council so that they could submit their forms. It was **agreed** to make no objections, proposed by Adrian Thompson, seconded by David Flowerdew, all in favour. **ACTION: Clerk**

b) Reduction of Speed Limit on Acle Straight

The consultation was received. It was **agreed** to support the initiative provided average speed cameras were installed, and noting concern regarding the impact this could have on the A1064 which would still have a national speed limit, proposed by Keith Osborne, seconded by David Flowerdew, all in favour. **ACTION: Clerk**

c) Access Track at The Common

A letter and photos had been submitted by a resident, expressing concern about the track which was owned by the Poors Trust. There were concerns about damage to vehicles, with some delivery and emergency vehicles stating that they would not access it. It was **agreed** to send a letter to the Poors Trust expressing concerns about the quality of work on the track which was also a Public Right of Way, and was an SSSI which needed to be adequately maintained, proposed by Keith Osborne, seconded by Christine Merritt, all in favour. **ACTION: Clerk**

The Clerk would reply to the correspondent noting what action was being taken.

**ACTION: Clerk**

This matter would be added to the discussions with the Poors Trust. The Clerk would ask the Poors Trust when their next meeting was scheduled for. **ACTION: Clerk**

*Standing Orders were suspended to allow a member of the public to speak.*

A member of the public noted that their resources should benefit the poor of the parish, and it was not clear what power they could use to spend funds on maintenance of the track. This would be brought up with the Poors Trust.

*Standing Orders were reinstated.*

d) General Correspondence

None.

**9. Planning**

a) New Applications

06/24/0485/HH Barley House, 1 Rye Gardens, Main Road, Fleggburgh: Proposed first floor side (west) and rear balcony extension.

It was suggested that a condition had been placed on the development stating no balconies. The drawings were not clear as the 1.8M screening was not present on all drawings. The properties were close together and a visual impact would be inevitable if this was granted.

It was **agreed** to object on the basis of loss of privacy for neighbouring properties, noting that the previous planning condition stating no balconies was still relevant and that it would have an impact on future residents if the field behind was developed, proposed by David Flowerdew, seconded by Keith Osborne, all in favour.

**ACTION: Clerk**

b) Applications Considered Between Meetings

None.

c) Decisions

None.

## 10. Accounts for Approval and Payment

### a) Financial Update 2024/25

The financial update was presented, noting that the Council had £46,857.70 in the bank at 31<sup>st</sup> August 2024. Of this, £39,077.65 was in earmarked reserves. Receipts since the last meeting were:

- £208.00 – Land Rental

The above documents were noted.

### b) Review Bank Signatories

It was **agreed** that the bank signatories going forward would be Keith Osborne, Christine Merritt and David Flowerdew, proposed by Keith Osborne, seconded by Christine Merritt, all in favour.

**ACTION: Clerk**

All other signatories would be removed from the mandate.

### c) Statement of Internal Control

The updated Statement of Internal Control was **agreed**, proposed by Keith Osborne, seconded by Adrian Thompson, all in favour.

### d) 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 August 2024 (SO 31.08.24)	£486.15
HMRC	PAYE August 2024 (DD)	£121.60
C Moore	Expenses, WFH, Salary Top Up August 2024	£17.20
Norfolk PTS	Training – New Councillors	£156.00
Community Action Norfolk	Subscription	£20.00

## 11. Highways

### a) General Highways Issues

Nothing to bring forward.

## 12. Reports from Councillors and Outside Bodies

### a) Village Hall Representative

Christine Merritt reported that the Village Hall was going from strength to strength. A well attended quiz night had raised money for the mural on the wall. Car park resurfacing plans were pressing forward and would be submitted very shortly, and Sport England had supported the plans that would be submitted. 35 further spaces would be provided, and the cost would be between £16,000 and £30,000 and the contractor would be appointed once planning permission was received. The football team would start this week. It would be nice to see more support from the village. A question had been raised about Christine being the Parish Council representative, she said she would stay until the end of the year and then look to hand over to another councillor to sit as the representative.

Updates would be added to the Parish Council website for people to see.

### b) Footpath Warden

Gary Boyd was not present and had not sent a report.

### 13. Other Matters

#### a) Parish Partnership Scheme 2025/26

The Clerk reported that she had chased up Highways about the renewal of the footpath surfaces and photos would be supplied to Highways. The extension of the pavement to the bus shelter had not yet been priced as the Highways Engineer was busy. The village gateways would be between £7,000 and £10,000 but needed a site visit.

**ACTION: Clerk**

#### b) Double Yellow Lines Town Road / Main Road

*Standing Orders were suspended to allow a member of the public to speak.*

A member of the public noted that emails could be put into the Police as Grade D which would be logged but not responded to.

*Standing Orders were reinstated.*

It was **agreed** that requests would be made on social media for evidence to be submitted and to sign the petition at Filby Post Office

**ACTION: Clerk**

A suggestion was made that the landlord could be asked for permission to put up a No Parking sign on the fence at that location, Adrian Thompson would raise this at a neighbour liaison meeting, and Keith Osborne would try to attend on behalf of the Parish Council.

**ACTION: AT / KO**

Users of the pub could also be directed to the Village Hall car park as overflow.

#### c) Visual Amenity at Wesleyan Chapel

It was noted that a letter had been sent to the owner and no response had been received. It was **agreed** to seek help from the Borough Council regarding this matter, as the hedge needed cutting, and it was a Grade 2 Listed building. The Clerk was asked to write to the owner asking whether he would have any objection to the Parish Council cutting the hedge back to the highway boundary.

**ACTION: Clerk**

*Standing Orders were suspended to allow a member of the public to speak.*

A member of the public noted that the windows were now covered with ivy, which would deteriorate the building.

*Standing Orders were reinstated.*

The Clerk was asked to contact the Borough Council regarding the Listed Building issues.

**ACTION: Clerk**

#### d) Tree Preservation Order No. 10 1991 – Former Bygone Village

The Clerk noted that she had asked for an update on the Woodland Preservation Order, the Borough Council officer was chasing this up with the Planning Officer.

**ACTION: Clerk**

#### e) Tree Inspection Prices

The Clerk reported that she had now received three prices for tree inspection. The quotes were anonymously summarised. It was **agreed** to appoint Ravencroft at a cost of £495, proposed by Keith Osborne, seconded by David Flowerdew, all in favour. The Licensee would be engaged regarding access to the land.

**ACTION: Clerk**

f) Grass Cutting Specifications

The grounds maintenance specifications were reviewed, with the following changes **agreed**, proposed by Keith Osborne, seconded by Adrian Thompson, all in favour:

- The Clerk was asked to break down the specification into individual areas and ask contractors to price for the individual items.

*Standing Orders were suspended to allow a member of the public to speak.*

It was noted that the Village Hall was looking at how their grounds maintenance would look for 2025, the Chairman of the Village Hall confirmed that this had been discussed and that further discussions and investigations on pricing were needed.

*Standing Orders were reinstated.*

The Burial Ground specification was felt to be fit for purpose.

*Standing Orders were suspended to allow a member of the public to speak.*

It was confirmed that there had been no communication from Great Yarmouth Borough Council about concurrent function grants for 2025/26.

*Standing Orders were reinstated.*

The footpaths specification was considered. David Flowerdew asked what checks and balances were in place to check the work was being carried out, it was suggested that the work was not being completed fully.

These would be sent out for pricing, to be received at the November meeting

**ACTION: Clerk**

g) Dog Fouling

A map had gone onto Facebook, there had been less dog fouling and the bins were being used.

h) Review of Neighbourhood Plan

The quote from Collective Community Planning was received, £11,775, with confirmation that this would be covered through Locality funding. It was confirmed that the quote was comprehensive with all sections required.

It was **agreed** to appoint Collective Community Planning to undertake the review and apply for the funding, proposed by Adrian Thompson, seconded by Christine Merritt, all in favour.

**ACTION: Clerk**

The Working Group Terms of Reference were **agreed**, proposed by Keith Osborne, seconded by David Flowerdew, all in favour.

**ACTION: Clerk**

It was **agreed** that any interested persons would be welcome to join the Group, and to accept Fran Dockerty as the lead for the Group. One expression of interest to join the group had been received. It was suggested that a leaflet drop could take place. All Parish Councillors would be invited to attend the meetings, with the officially appointed representatives being Keith Osborne, Christine Merritt, Adrian Thompson and David Flowerdew.

It was confirmed that no admin resource would be available from the Clerk in relation to the Neighbourhood Plan.

i) Tower Road Land Lease

The Clerk noted that despite chasing, no price had been received to formally value the grazing land for rental. It was **agreed** to renew on the existing terms and rental value, for three years, proposed by David Flowerdew, seconded by Christine Merritt, all in favour. **ACTION: Clerk**

j) New Fleggburgh PC Website

The Clerk had circulated a link to the new website for review. The domain ([www.fleggburghparishcouncil.co.uk](http://www.fleggburghparishcouncil.co.uk)) would be free for the first year when purchased with hosting. The most cost effective option was to buy 36 months hosting at a cost of £216 plus VAT. It was **agreed** to move the website at that price and place a redirect on the existing website, proposed by Christine Merritt, seconded by David Flowerdew, all in favour. **ACTION: Clerk**

**14. Items for the Next Agenda**

Working Group / volunteers to look after footpaths and general village amenity.

**15. Date of Next Meeting**

Wednesday 20<sup>th</sup> November 2024, 7.30pm at Fleggburgh Village Hall.

The meeting was closed at 9.30pm.

**CHAIRMAN**