

**Minutes of the Meeting of Fleggburgh Parish Council held on
Tuesday 7th May 2024 at 7.430pm at Fleggburgh Village Hall**

Present: Ricky Doyle (Chairman)
Fran Dockerty
Christine Merritt
Keith Osborne
C Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson and 8 members of the public.

1. Election of Chairman

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

2. Election of Vice Chairman

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

3. Apologies for Absence

There were no apologies for absence.

4. Declaration of Interest for items on the agenda

None.

5. Public Forum

a) Public

A member of the public noted that co-option was previously on the agenda at item 4 and asked why it was at item 15. It was noted that past agendas had shown that co-option had been later in the agenda, so it had been moved. The comment was noted by the Chairman.

A member of the public asked whether a Staffing Committee would be reappointed, and the Footpath Warden, and a representative on the Village Hall, and the Poors Committee. It was noted that it was understood that these were appointed after the elections, and the Clerk would check whether these were annual appointments and bring it to a future meeting as necessary.

ACTION: Clerk

b) County Councillor

Unable to attend the meeting.

c) Borough Councillor

Adrian Thompson reported that the Tretts Lane sign had now been put up, this had been missed off the last round of sign replacements.

The flagpole was nearly ready to be put up, and the D Day flag would be flown.

The additional No. 7 buses were running, and the Saturday service would start on 1st June.

The fence between the Rectory and Orchard Way was being sorted out, with a new fence being installed.

An oak tree was being looked at which was in poor condition, and the ownership was being determined.

The charity ShedShop had purchased a new bed for Fleggburgh Surgery.

Adrian noted that Fleggburgh Parish Council may like to consider starting to review their Neighbourhood Plan so that it fitted with the Local Plan. This was requested to be put onto the next agenda. **ACTION: Clerk**

Fran Dockerty asked whether Filby would also be reviewing their Plan. It was confirmed that they were beginning discussions with Collective Community Planning. It was confirmed that this was led by the Parish Council and include members of the public.

d) Police Report

Unable to attend the meeting.

6. **Minutes of the meeting held on Wednesday 13th March 2024**

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

7. **Minutes of the meeting held on Wednesday 17th April 2024**

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

8. **Matters Arising**

a) Concurrent Funding Grant for Burial Grounds

Ricky Doyle reported that the PCC wished to hold a meeting with Parish Council representatives. It was noted that email conversations had been had with St Margarets, and a meeting was now required. The Clerk had sent the figures to the PCC representative. It was noted that Clippesby Church also needed to be approached. It was **agreed** that the Clerk would set up a meeting with the PCC, proposed by Christine Merritt, seconded by Keith Osborne, all in favour.

ACTION: Clerk

b) Concurrent Funding Grant for Open Spaces

The Clerk noted that the Village Hall Committee had been going through some management changes and suggested that she should invite the Chairman to a meeting now that this had settled. It was **agreed** to set up a meeting, proposed by Fran Dockerty, seconded by Christine Merritt, all in favour. **ACTION: Clerk**

c) Tretts Lane Sign

The sign had been replaced.

d) White Lining Town Road / Rollesby Road

The Clerk reported that this was in the system to be done and expected it to tie in with the surface dressing programme. The Clerk was asked to ensure that this was still in the system to be done, as the junction lining had been refreshed last week.

It was noted that the 30mph sign was obscured on one side on Tower Road, and fallen on the other side. The Clerk would report this to Highways. **ACTION: Clerk**

9. **Correspondence**

a) Harnser Magazine

The Clerk had the magazine to circulate to anyone who was interested. It was noted that the digital version was available on the Broads Society website.

- b) Response to GYBC Draft Local Plan Consultation
Keith Osborne had circulated a draft response for consideration which reflected the resolution to support the Draft Local Plan. It was **agreed** to submit the comments as drafted, proposed by Ricky Doyle, seconded by Christine Merritt, all in favour.
ACTION: Clerk
- c) Response to GYBC Community Infrastructure Levy Consultation
It was **agreed** to support the CIL, proposed by Ricky Doyle, seconded by Fran Dockerty, all in favour.
ACTION: Clerk

10. Planning

- a) New Applications
06/24/0125/F Nursery Barn, Rollesby Road, Fleggburgh: Proposed conversion and change of use of agricultural storage barn to a new 4-bedroom residential dwelling; Retrospective external alterations and associated works, access and boundary treatment.

It was noted that this related to the cladding. It was **agreed** to support the application, proposed by Keith Osborne, seconded by Fran Dockerty, all in favour.

ACTION: Clerk

06/24/0248/LB Grange Farm, Main Road, Fleggburgh: Removal of interior wall between kitchen and office.

This application was disregarded as it had been wrongly assigned to Fleggburgh by Great Yarmouth Borough Council.

- b) Applications Considered Between Meetings
None.
- c) Decisions
None.

11. Accounts for Approval and Payment

- a) Financial Update 2024/25
The financial update was presented, noting that the Council had £46,856.08 in the bank at 30th April 2024. Of this, £39,077.65 was in earmarked reserves. Receipts since the last meeting were:
- £5,358.50 – Precept and Concurrent Functions
 - £77.35 – Bank Interest
 - £416.00 – Land Rental
- The above documents were noted.
- b) Year End Finances 2023/24
The year end accounts were **noted**.
- c) Receive Internal Audit Report
The internal audit report was received and **noted**.
- d) Approve Annual Governance Annual Return
The Annual Governance Statement was **agreed**, proposed by Keith Osborne, seconded by Christine Merritt, all in favour. The Annual Accounting Statement was **agreed**, proposed by Keith Osborne, seconded by Christine Merritt, all in favour. It

was **agreed** to declare the Council exempt from external audit, proposed by Keith Osborne, seconded by Christine Merritt, all in favour. **ACTION: Clerk**

e) Subscriptions

The renewal invitation from Norfolk ALC was considered at a cost of £273.92 plus £70 website hosting (totalling £343.92). A comparative quotation for subscription to Norfolk PTS was considered at a cost of £84.17, noting that website hosting would continue with Norfolk ALC at £105 (totalling £189.17). It was **agreed** to subscribe to Norfolk PTS, keep the website with Norfolk ALC for this year, and then move the website to Wix over the coming year, proposed by Keith Osborne, seconded by Fran Dockerty, all in favour. **ACTION: Clerk**

b) Payments

It was **agreed** to pay the following, proposed by Ricky Doyle, seconded by Keith Osborne, all in favour:-

C Moore	Salary March 2024 (SO 31.03.2024)	£486.15
HMRC	PAYE March 2024 (DD)	£142.63
C Moore	Salary April 2024 (SO 30.04.2024)	£486.15
HMRC	PAYE April 2024 (DD)	£121.60
C Moore	Expenses, WFH, Salary Top Up March 2024	£8.20
C Moore	Expenses, WFH, Salary Top Up April 2024	£17.83
ICO	Annual Subscription	£35.00

12. Highways

a) Improvements to Footpath 6

It was noted that this had originally been considered as part of Parish Partnership, and it was noted that this was a key project in the Neighbourhood Plan. Keith Osborne noted that there had been new development to the north of FP6 and that links to the main services in the village had not been improved. It was felt that FP6 and FP19 needed to be considered for future development, and Keith Osborne offered to take a lead on this project. It was suggested that the Highways Members fund could be utilised for this. **ACTION: Clerk / KO**

b) SAM2 Report

It was **noted** that these would be uploaded to the website, and the team was thanked for their work.

c) Parish Partnership Funding: Village Gateways

It was **agreed** to discuss the design schematic and location before making any payment or agreement to accept the funding. **ACTION: Clerk**

13. Other Matters

a) Update on TPO 10 1991

The Clerk was asked to chase up the Tree Officer at Great Yarmouth Borough Council. Adrian Thompson would see if this could be tied into a visit to Filby. **ACTION: Clerk**

b) Dog Fouling

A question was raised as to whether the school should be engaged for a signage campaign, and whether bins were required. The Chairman invited the Chair of the Village Hall to speak, who noted that the CCTV had picked up an individual who had been approached about this. It was felt that no more bins were required. It was suggested that awareness could be raised amongst all village groups and

organisations. It was felt that the footpaths were the main issue, although the playing field did also suffer fouling especially when dogs were off leads. It was felt that signs were needed. It was noted that bag dispensers were being added to the dog bins. It was **agreed** that this would be a Parish Council project to put some signage together, which Christine Merritt offered to lead on, proposed by Ricky Doyle, seconded by Keith Osborne, all in favour. **ACTION: CM**

c) Review Risk Assessments

The financial risk assessment was **agreed**, proposed by Keith Osborne, seconded by Ricky Doyle, all in favour. **ACTION: Clerk**

Following this item, Fran Dockerty handed her resignation to the Chairman. Fran offered her support towards the Neighbourhood Plan as a member of the public. The Chairman thanked Fran for everything she had done for the Parish Council, showing passion and integrity over the last six years.

Ricky Doyle gave his resignation from the Parish Council, thanking everyone he had worked with, and noted that this was with a very heavy heart but was for valid personal reasons. He handed his resignation to the Clerk.

Both councillors received a round of applause from those at the meeting.

Keith Osborne thanked Ricky and Fran for their support over the years, noting the huge amount of work they had done over the years.

The meeting was declared inquorate at 8.35pm.