

**Minutes of the Meeting of Fleggburgh Parish Council held on
Wednesday 15th January 2025 at 7.30pm at Fleggburgh Village Hall**

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

Also present: 11 members of the public plus PSCO Callum Ball and colleague.

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 Christine Merritt and Gary Boyd.

3. Declaration of Interest for items on the agenda

Keith Osborne disclosed that his wife was the secretary of the Village Hall Committee.

4. Public Forum

a) Public
None.

b) Police Report

PC Callum Ball reported that it had been a busy few months, engagement with schools was picking up locally. A few areas of engagement had been done around parking near the pub, including asking people not to park on the road and to use the car park at the village hall. There hadn't been a lot of crime reported in the area.

c) County Councillor
No report.

d) Borough Councillor

Borough Councillor Adrian Thompson reported that the Borough Council Local Plan was still on target for adoption in January 2026.

The Neighbourhood Plan work continued and the results of the survey had been collated. 96% of respondents supported implementation of double yellow lines in Town Road and Main Road.

The Devolution White Paper had seen Norfolk County Council support the abolition of County and Borough Council, with the creation of a unitary Mayoral authority for Norfolk and Suffolk. There had been no public consultation or plans put forward. The County Council had applied to hold off the County Council elections due May 2025.

5. Minutes of the meeting held on Tuesday 20th November 2024

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

6. Matters Arising

a) Poors Trust

- i. Update on work at The Common: Adrian Thompson reported that 40 tonnes of Type 1 had been tipped, which had been voluntarily spread by Ropers contractors. A further 10 tonnes would be delivered from Norfolk Wildlife Trust tomorrow. A letter of thanks would be sent to Ropers for this work.

ACTION: Clerk

- ii. Email regarding track maintenance: Keith Osborne outlined an email received expressing concerns about the maintenance of an individual track at The Common, noting other tracks within the parish that could do with assistance. It was noted that the Common track was part of Footpath 15 which was a public right of way, and to the Staithe. The email was noted.

- iii. Parish Council appointed Trustee: A bullet point procedure had been circulated based on previous years. It was **agreed** that Terry Gammans would put this process to the Poors Trust, proposed by Keith Osborne, seconded by David Flowerdew, all in favour.

ACTION: TG

b) Footways outside Fleggburgh House and Roby Lodge

The Clerk reported that Norfolk County Council has suggested the footpath outside Fleggburgh House could be scraped and re-levelled, which would be better done in the spring. It was **agreed** to ask NCC to go ahead with this, as a first attempt to improve safety.

ACTION: Clerk

It was noted that the section outside Roby House was not constructed for pedestrian use.

A concern had been raised regarding the narrow gap between the wall and the road at The Cottage, Main Road, Clippesby. The Clerk was asked to speak to Norfolk County Council about this.

ACTION: Clerk

7. Correspondence and Consultations

a) Broads Authority Design Guide and Code Supplementary Planning Document

No comments to submit.

b) Great Yarmouth Community Infrastructure Levy (CIL) Draft Charging Schedule

No comments to submit.

c) Publication of the Great Yarmouth Local Plan (Pre-Submission Document)

The May 2024 response was summarised. It was noted that a request had previously been made to remodel junctions following the traffic modelling showing that the West Caister development would increase traffic volume by 40%.

d) Formal Complaint regarding November 2024 Meeting

It was noted that a complaint had been received and responded to, and that the complainant had requested that it be moved to the next stage. The Chairman read out the detail of the complaint. As all councillors had been consulted on the response, and the complaint related to administrative processes, it was **agreed** to commission an independent review by Norfolk Parish Training and Support at a cost of £100, prior to convening a Complaints Committee meeting comprising councillors

Keith Osborne, George Manning and David Flowerdew, proposed by Keith Osborne, seconded by Adrian Thompson, all in favour. **ACTION: Clerk**

e) General Correspondence

None.

8. Planning

a) New Applications

06/23/0659/F Barn 70m to the north of The Haven, Silver Street, Fleggburgh:
Proposed conversion of barn to create a 2-bedroom dwelling with associated external alterations, hardstanding and parking.

The proposed conversion would be brick and tile and was likely to meet with the Great Yarmouth policies.

It was **agreed** to support the application, proposed by Adrian Thompson, seconded by David Flowerdew, all in favour. **ACTION: Clerk**

b) Applications Considered Between Meetings

None.

c) Decisions

None.

9. Accounts for Approval and Payment

a) Financial Update 2024/25

The financial update was presented, noting that the Council had £57,198.33 in the bank at 31st December 2024. Of this, £45,697.65 was in earmarked reserves.

Receipts since the last meeting were:

- £182.62 – Recycling Credit (paid in error)
- £416.00 – Land Rental
- £327.88 – 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 George Manning, seconded by Terry Gammans, all in favour:-

C Moore	Salary November 2024 (SO 30.11.24)	£486.15
HMRC	PAYE November 2024 (DD)	£146.80
C Moore	Expenses, WFH, Salary Top Up* Nov 2024	£106.52
C Moore	Salary December 2024 (SO 31.12.24)	£486.15
HMRC	PAYE December 2024 (DD)	£124.40
C Moore	Expenses, WFH, Salary Top Up Dec 2024	£16.28
C Moore	Salary January 2025 (SO 31.01.25)	£486.15
HMRC	PAYE January 2025 (DD)	£124.40
C Moore	Expenses, WFH, Salary Top Up Jan 2025	£16.28
CC Planning	Neighbourhood Plan Consultant	£300.00
A Thompson	Reimbursement: Type 1	£624.00
Ravencroft Tree	Tree Risk Assessment	£594.00
Garden Guardian	Grounds Maintenance 2024	£7,098.00
Paul May	Clippesby Grounds Maintenance	£850.00

*SCP contractual uplift applied November 2024, backdated to April 2024.

10. Highways

- a) General Highways Issues
Nothing new.

11. Reports from Councillors and Outside Bodies

- a) Village Hall Representative

It was **agreed** that Terry Gammans would be the Parish Council Representative on the Village Hall Committee, proposed by Keith Osborne, seconded by David Flowerdew, all in favour.

ACTION: Clerk

- b) Footpath Warden
No report.

12. Other Matters

- a) Parish Partnership Scheme 2025/26

Clippesby Village Gateways: The Clerk reported that an application for Parish Partnership had been made using estimates. Keith Osborne reported that he had been in correspondence with Highways about moving the gateways on the Repps side of Clippesby would move them to within 100m of Church Lane, at a cost of £700. Keith had asked whether the size of the village name sign could be increased.

Rollesby Road Village Gateways: The Clerk reported that she had requested the revised wording in November, and chased this up twice in January. A response had not been received and would be chased. This had not yet been paid for as it was waiting for the visual to approve.

ACTION: Clerk

- b) Double Yellow Lines Town Road / Main Road
Covered earlier in the agenda.

- c) Visual Amenity at Wesleyan Chapel

The Clerk had been advised to complete the Planning Enforcement form as an Untidy Site.

ACTION: Clerk

- d) Prices for Tree Works

Four contractors had been approached to price for works, two had attended site, and one had submitted a price of £1,200 plus £150 for additional work to the Oak adjacent to the field gateway. A TPO planning application would be required. It was **agreed** to appoint Maple Tree Services at a cost of £1,350, proposed by Keith Osborne, seconded by Adrian Thompson, all in favour.

ACTION: Clerk

- e) Grass Cutting Prices 2025

The Clerk reported that three prices had been received for the Burial Ground, and two for the footpaths (with one contractor declining to quote for footpaths).

Burial Ground (both sides) 15 cuts per season: Contractor 1 - £3,482; Contractor 2 - £2,625; Contractor 3 - £2,775.

Footpaths – Contractor 1 - £1,027; Contractor 2 – declined to quote; Contractor 3 - £3,955.

It was **agreed** to appoint Contractor 2 (Maple Tree Services) for the Burial Ground proposed by Adrian Thompson, seconded by Keith Osborne, all in favour; and the Clerk would go out to further tender for the footpaths.

ACTION: Clerk

f) Service Delegation Agreement: Footpaths

A draft SDA had been received from Norfolk County Council following a previous expression of interest in this, offering £1,000 to cut all footpaths in Fleggburgh. The Clerk was asked to check with Norfolk Trails as to who and when this had been requested.

ACTION: Clerk

It was **agreed** that the Clerk would ask whether the footpaths that were currently cut could be delegated, proposed by Adrian Thompson, seconded by Keith Osborne, all in favour.

ACTION: Clerk

g) Review of Neighbourhood Plan

Keith Osborne reported that the next Working Group meeting would be on 22nd January 2025 at the King's Arms.

h) Draft Budget 2025/26 including Village Hall Grant Applications

Two grant applications had been received, one for grounds maintenance (£1,320) and one for the car park extension (£8,280). It was **agreed** to support the Village Hall Car Park project with a grant of £4,000; and the grass cutting with a grant of £1,320. The budget was discussed and **agreed**, with the precept set at £21,747, (Band D £51.29, 160.20% increase). All proposed by Keith Osborne, seconded by Adrian Thompson, all in favour.

ACTION: Clerk

It was **agreed** that a leaflet would be circulated to households explaining the increases, the draft was read and would be amended to include an explanation regarding the staffing costs and advertising councillor and staff vacancies within the parish.

ACTION: KO

Adrian Thompson offered to arrange printing and distributing.

ACTION: AT

i) Recruitment of Parish Clerk

It was noted that the Clerk would be leaving the Council on or before 31st March 2025. It was **agreed** to advertise the post, proposed by Terry Gammans, seconded by David Flowerdew, all in favour. The Staffing Committee would appoint to shortlist applications and interview candidates.

ACTION: Clerk

13. Items for the Next Agenda

Terry Gammans reported that the mirror on Town Road had been vandalised. He would get some quotes, and this would be on the next agenda for decision.

ACTION: TG / Clerk

14. Date of Next Meeting

Wednesday 19th March 2025, 7.30pm at Fleggburgh Village Hall.

The meeting was closed at 9.30pm.

CHAIRMAN