

**Minutes of the Meeting of Fleggburgh Parish Council held on  
Wednesday 20<sup>th</sup> November 2024 at 7.30pm at Fleggburgh Village Hall**

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

**Also present:** 7 members of the public.

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

There had been no further applications for co-option.

**2. Apologies for Absence**

There were no apologies for absence.

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

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

Christine Merritt declared an interest as a member of the Village Hall Committee.

**4. Public Forum**

a) Public

A member of the public noted that she was interested in item 12h – dog fouling.

b) Police Report

PC Callum Ball had sent his apologies for the meeting.

c) County Councillor

Not present, no report.

d) Borough Councillor

Adrian Thompson reported that the Borough Local Plan was being reviewed, the housing targets had been increased under new government policies however the Borough Council was on target to meet the pre-submission deadlines so would still have the old housing targets.

The Neighbourhood Plan was being reviewed in Fleggburgh, with a survey being circulated shortly. Cycling and walking links were a key focus, from Caister to Acle Bridge. Norfolk County Council was undertaking a Short Travel Survey, the Clerk was asked to put this onto the Parish Council website.

**ACTION: Clerk**

The No. 7 bus was going well, Norfolk County Council had received additional funding for buses in the county and it was hoped that the term time service would be extended to year round.

The double yellow lines near the Kings Arms were also a focus, with evidence being gathered.

The Borough Council expected to be making cuts of up to £1M, including becoming 4 days per week, and cutting services. Parish Councils and voluntary sector were picking up services.

Keith Osborne noted that the Parish Council commented on the previous consultation on the Local Plan. Adrian confirmed that this was the last opportunity to comment on the new Plan.

**5. Minutes of the meeting held on Tuesday 11<sup>th</sup> September 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**

The Chairman reported that he had held a meeting with the Chairman of the Poors Trust to discuss governance, as well as the track at the Common.

Keith noted that several representations had been received from residents of The Common. The discussion with the Trust had centred around ownership and maintenance. Both the track and the Common were unregistered with the Land Registry. Historically the Poors Trust had maintained it but did not feel they had an obligation. It was not known what the Deeds of the houses stated relating to maintenance of the track.

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

A member of the public noted that they had made enquiries at the time of purchasing their property, and had confirmation from the Chairman of the Poors Trust that they did maintain the track.

*Standing Orders were reinstated.*

Keith continued that he felt that the Parish Council had some duty of care towards the track as it was a right of way for residents to use the Common and to the Staithe. He noted that the Parish Council was potentially prepared to financially support the maintenance of the track. The residents and the Poors Trust would also be asked to contribute towards the maintenance, and the Clerk would be asked to write to the residents asking whether they were prepared to make a contribution. It was noted that £700 would buy around 20 tonnes of Type 1, and the Poors Trust would contribute the same bringing it to 40 tonnes.

The Parish Council would pay £700 for a lorry load of Type 1, and the Poors Trust and residents would be asked to make a contribution, with more Type 1 being ordered as contributions were received. This would be on an annual basis, proposed by Adrian Thompson, seconded by Terry Gammans, all in favour. Adrian Thompson would arrange a contractor to spread the Type 1. **ACTION: Clerk / AT**

Keith Osborne confirmed that residents would be able to make an application to the Poors Trust to use the Staithe as a launch.

The Parish Council nominations for Trustees was ongoing, with Terry Gammans as the point of contact.

**7. Correspondence and Consultations**

**a) Town Road Highways Mirror**

It was noted that the highway mirror was broken from the stand and was very green. It was **agreed** that Terry Gammans and David Flowerdew would look to repair and

clean this, proposed by David Flowerdew, seconded by Keith Osborne, all in favour.

**ACTION: TG / DF**

b) Confirmation of TPO 10 2024

The Clerk noted that she had received confirmation of TPO 10 of 2024 – tree on south of Mill Lane, Fleggburgh.

c) General Correspondence

The Harnser magazine was circulated.

**8. Planning**

a) New Applications

06/24/0740/PAE Jendik Farm, Main Road, Fleggburgh: Proposed conversion of agricultural barn into two dwellings with provision of associated drainage and infrastructure (pre-application enquiry).

It was noted that a previous application had expressed concern about traffic and the visibility splay. It was suggested that the barn could be split into four smaller, more affordable units. There was uncertainty about whether the property would need to connect to the mains sewer.

It was **agreed** to give feedback stating that the Highways access would need considerable improvement, and that the Parish Council would prefer to see four smaller units rather the two suggested, proposed by Keith Osborne, seconded by Christine Merritt, all in favour.

**ACTION: Clerk**

06/24/0833/TRE 1 The Village, Main Road, Fleggburgh: Proposed works to protected trees (Tree Preservation Order ref TPO No. 10 1991) – Sycamore (T1) Fell to ground level; 5 x Oak Trees (G1) – Crown lift to 5m; crown thin by 20% and reduce branches near property by 2m.

It was **agreed** to support the application, suggesting that a native tree (min 2 metres tall) should be planted in place of the felled tree (which could be on Parish Council land), proposed by Keith Osborne, seconded by Adrian Thompson, all in favour.

**ACTION: Clerk**

06/24/0814/TRE 3 Bygone Close, Main Road, Fleggburgh: Proposed works to trees (TPO No 10 1991) Removal of one fallen and 3 dying trees (Sycamore).

It was **agreed** to support the application, proposed by David Flowerdew, seconded by Christine Merritt, all in favour.

**ACTION: Clerk**

b) Applications Considered Between Meetings

BA/2024/0316/HOUSEH Whitegate Farm, Silver Street, Fleggburgh: Proposed annex / ancillary accommodation to existing barn annexe.

**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 £57,474.23 in the bank at 31<sup>st</sup> October 2024. Of this, £45,697.65 was in earmarked reserves. Receipts since the last meeting were:

- £5,358.50 – Precept and Concurrent Functions
- £416.00 – Land Rental
- £6,620 – Neighbourhood Plan Grant

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 George Manning, all in favour:-

C Moore	Salary September 2024 (SO 30.09.24)	£486.15
HMRC	PAYE September 2024 (DD)	£121.60
C Moore	Expenses, WFH, Salary Top Up September 2024	£5.00
C Moore	Salary October 2024 (SO 31.10.24)	£486.15
HMRC	PAYE October 2024 (DD)	£121.60
C Moore	Expenses, WFH, Salary Top Up October 2024	£5.00
Fleggburgh Village Hall	Room Hire	£140.00

## 10. Highways

a) General Highways Issues

It was noted that the drainage on the corner opposite Pound Road seemed to have improved a little.

It was noted that the drains in the newly tarmacked area were blocked, the Clerk was asked to note this to Highways and ask for them to be unblocked. **ACTION: Clerk**

Concern was expressed about the need for a footway outside Fleggburgh House, the Clerk would speak to Highways about this. **ACTION: Clerk**

There was also a concern about Roby Lodge pavement, Adrian Thompson would email the Clerk with details. **ACTION: Clerk**

## 11. Reports from Councillors and Outside Bodies

a) Village Hall Representative

Christine Merritt reported that she was no longer the Parish Council's representative on the Village Hall Committee. The Clerk was asked to add nominating a representative to the Village Hall Committee to the next agenda. **ACTION: Clerk**

b) Footpath Warden

No report.

## 12. Other Matters

a) Parish Partnership Scheme 2025/26

The Clerk reported that she had received the prices for the Parish Partnership proposed schemes:

Improvements to Footpath 6 & Footpath 19 - £30,938.45 (FPC pays £15,469.23). It was noted that the footpath was considerably better now it had been cut back and **agreed** not to proceed with this project, proposed by Adrian Thompson, seconded by David Flowerdew, all in favour. It was felt that the footpath and hedges should be kept well cut back.

Extension to Pavement, Main Road – £31,589.75 (FPC pays £15,794.88). It was felt that this was too expensive, and that other solutions could be explored in terms of moving the bus stop, which would also improve safety. Norfolk County Council would discuss this with the Safety Team. It was **agreed** not to make an application this year, but to look at it further for future funding, proposed by Adrian Thompson, seconded by Keith Osborne, all in favour.

Clippesby Gateways – £1,865 for new gateway (FPC pays £932.50); awaits price for moving other gateway, a site visit would be taking place later in the week to discuss whether the original gateways were wrongly positioned and specified. The Clerk was asked to make an application once the full costs were known. **ACTION: Clerk**

- b) Approve design of Rollesby Road gateways and PPS payment  
The design was circulated and discussed. The Clerk was asked to request that the welcome part of the sign should span the width of the gateways to enable a larger font and should say 'Burgh St Margaret (Fleggburgh)'. It was **agreed** to amend this wording, proposed by Adrian Thompson, seconded by David Flowerdew, 4 in favour, 1 against, 1 abstention. It was **agreed** to commission the gateways. **ACTION: Clerk**
- c) Double Yellow Lines Town Road / Main Road  
Covered earlier in the meeting.
- d) Visual Amenity at Wesleyan Chapel  
The Clerk reported that she had written to the owner of the Chapel, with no response. The next stage would be to engage with the Borough Council about the property, which was a Listed Building. **ACTION: Clerk**
- e) Tree Preservation Order No. 10 1991 – Former Bygone Village  
The Clerk noted that she had asked again for an update on the Woodland Preservation Order. **ACTION: Clerk**
- f) Tree Inspection Report  
The report was circulated, noting that there were a few items of work, with one being reasonably urgent. The Clerk would put in a TPO application for the works and would seek prices for the identified work. **ACTION: Clerk**
- g) Grass Cutting Prices  
The Clerk reported that two prices had been received, and a further two contractors had been approached. These would be discussed further at the January meeting. The Clerk needed to also go out for prices for the footpaths. **ACTION: Clerk**
- h) Dog Fouling  
It was noted that a team of volunteers were emptying the bins on a weekly basis, and that changes at the Caister recycling centre had caused disposal issues. A grey bin had been provided near the burial ground for the bagged waste for volunteers to use, this was being emptied fortnightly. It was noted that the Parish Council was insuring the voluntary activity, and the Clerk noted that to satisfy this, a risk assessment would be needed including PPE, manual handling, injuries while emptying, and a waste carriers licence could possibly be needed. **ACTION: Clerk**  
The volunteers were thanked for the work they do. It was felt that the Parish Council should provide the correct PPE, bin liners etc, and support to facilitate the volunteer group. It was **agreed** to continue with the volunteer arrangement, proposed by Keith Osborne, seconded by David Flowerdew, all in favour.

- i) Review of Neighbourhood Plan  
Keith Osborne reported that a survey would be circulated shortly.
- j) Working Party for Village  
It was noted that there was no Parish Council working party activities, anything that was undertaken was private and personal and not insured by the Parish Council.
- k) Meeting Dates 2025  
It was **agreed** that the regular meeting date would be moved to the third Wednesday of the month. The meeting dates were agreed. **ACTION: Clerk**
- l) Village Hall Grant Applications  
Two grant applications were received, one for grounds maintenance (£1,320) and one for the car park extension (£8,280). It was **agreed** that the Parish Council were supportive of the projects, but needed to consider financial support within the context of the budget at the January 2025 meeting, proposed by Keith Osborne, seconded by George Manning, all in favour. **ACTION: Clerk**
- m) Draft Budget 2025/26  
The draft budget was discussed and various amendments made. The final budget and precept setting would be in January 2025. It was suggested that the Parish Council should circulate a flyer shortly after budget setting, explaining the precept, budget and increase. This would be drafted by Keith Osborne for consideration at the January meeting. **ACTION: KO**
- n) Additional Unity Trust Bank Signatory  
It was **agreed** that George Manning would be added to the bank mandate, proposed by Terry Gammans, seconded by Keith Osborne, all in favour. **ACTION: Clerk**

**13. Items for the Next Agenda**  
None.

**14. Date of Next Meeting**  
Wednesday 15<sup>th</sup> January 2025, 7.30pm at Fleggburgh Village Hall.

The meeting was closed at 9.30pm.

**CHAIRMAN**