

Mrs Catherine Moore BSc FILCM – Locum Clerk

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NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Fleggburgh Parish Council at 7.30pm on Thursday 28th September 2017 at Fleggburgh Village Hall.

The business to be transacted at the meeting is as follows:-

- 1. Public Forum** Prior to the start of the business of the meeting, members of the public are welcome to raise any issues or comments (10 minutes)
- 2. To receive and approve apologies for absence**
- 3. Declarations of interest for items on the agenda and applications for dispensations**
- 4. To approve the minutes of the meeting held Thursday 24th August 2017**
- 5. Co-option to three vacancies for the office of Parish Councillor**
- 6. Update on matters arising from the minutes, not shown elsewhere on the agenda**
 - a. Update on footpaths and hedges requiring maintenance
- 7. Planning**
 - a. Applications Received
 - i. 06/17/0390/F The Kings Arms Public House, Main Road, Fleggburgh: Proposed construction of 3no. accommodation lodges (Amended).
 - ii. 06/17/0443/O New House (Land Adj), Rollesby Road, Fleggburgh: Residential development with garages and parking (Amended).
 - b. Planning Decisions
 - i. BA/2017/0176/HOUSEH Thatch Barn, Hall Farm Barns, Hall Road, Clippesby: Replacement windows and doors and new windows. **APPROVED**
 - ii. 06/17/0393/F Fleggburgh House, Main Road, Fleggburgh: Rear two storey extension over existing single storey, new rear conservatory and re-roofing existing garage. **APPROVED**
 - iii. 06/17/0477/F 6 Orchard Way, Fleggburgh: Proposed extension and alterations to existing bungalow. **APPROVED**
 - iv. 06/17/0479/F Tretts Lane, Fleggburgh: Conversion of existing outbuildings to form 1no. dwelling and stables. **APPROVED**
 - v. Barnstable, Pound Lane, Fleggburgh: Proposed single storey side extension. **APPROVED**
- 8. Correspondence and Consultations**
 - a. Parish Partnership Scheme 2018/19
 - b. Parking at the King's Arms
- 9. Finance**
 - a. Bank reconciliation and Accounts for July and August 2017
 - b. Accounts for payment
 - i. S & C Moore Farming Ltd Locum Clerk August 2017 £252.00
 - ii. URM (UK) Ltd Glass Recycling £11.52
- 10. Other Matters**
 - a. Matters raised for discussion from July minutes
 - i. Minutes of the May meeting, passed as approved June 2017
 - ii. Email addresses for Parish Councillors

- b. Matters raised for discussion from August minutes
 - i. Footpath Warden
- c. Venue for meetings (requested by June Pratt)
- d. Footpath at Acle Bridge (requested by Barry Hall)
- e. Report and recommendations on the Council's Procedures and Processes
 - i. Code of Conduct (Recommendation 14)
 - ii. Planning applications – process for decisions (Recommendation 15)
 - iii. Frequency of meetings (Recommendation 16)
 - iv. Whole Council and Chairmanship Training (Recommendations 17 & 18)
 - v. Laptop and Printer (Recommendations 19 & 20) and Transparency Fund application
 - vi. Other recommendations with later timescales
- f. Letters of thanks for former Councillors and Clerk (requested by June Pratt)
- g. Recruitment of a new Clerk
 - i. Job Description and Person Specification
 - ii. Advert and advertising arrangements
 - iii. Contract
 - iv. Interview and appointment arrangements
 - v. Registration with HMRC as an employer
- h. Renewal of lease of land at Tower Road
 - i. Tendering for grounds maintenance contracts 2018 season

11. Date of next Parish Council meeting: Thursday 23rd November 2017, 7.30pm, Fleggburgh Village Hall

Dated the 23rd September 2017

Clerk.....