

**Minutes of the Meeting of Fleggburgh Parish Council held on
Thursday 28th September 2017 at 7.30pm in Fleggburgh Village Hall.**

Present: Andrew Peake (Chairman)
Barry Hall
Jean Lindsay
June Pratt
Richard Sewell
Rachel Tait
Catherine Moore, Locum Clerk

Also present: 15 members of the public were also in attendance.

1. Public Forum

A member of the public expressed concern about the revised application for the three lodges at The King's Head. She noted that her building had been underpinned with 9 metre piles, as well as the garage and driveway being taken up. The proposal included the use of soakaways and was 2.9 metres from her house. It was felt that the site would flood if French drains were used. She also expressed concern that the introduction of accommodation would result in the site becoming a 24/7 business, whereas they currently knew when noise would stop.

2. Apologies

There were no apologies for absence.

3. Declarations of interest for items on the agenda and applications for dispensations

Andrew Peake declared a pecuniary interest in item 7a(ii) as a close neighbour.

4. Minutes of the meeting held 23rd August 2017

The minutes of the meeting held on 23rd August 2017 were **agreed** as a correct record and signed by the Chairman, proposed by Barry Hall, seconded by Jean Lindsay, all in favour.

5. Co-option to Three Vacancies

The Chairman reported that four applications had been received, and asked whether there were any further nominations from the room. He invited each applicant to address the Council. The applicants were: Shaun Hacon (proposed by Barry Hall, seconded by Jean Lindsay); John Lindsay (proposed by Richard Sewell, seconded by June Pratt); Keith Osborne (proposed by Andrew Peake, seconded by Rachael Tait); and Daniel Forde-Pogson (proposed by Rachael Tait, seconded by June Pratt).

The Chairman explained the process for co-option, and moved to the first vacancy.

a) Vacancy 1

First round of voting:

Daniel Forde-Pogson	3 votes
Shaun Hacon	0 votes
John Lindsay	3 votes
Keith Osborne	0 votes

Second round of voting:

Daniel Forde-Pogson 3 votes

John Lindsay 3 votes

The Chairman used his casting vote in favour of Daniel Forde-Pogson, who was duly co-opted. The meeting was suspended to allow Daniel to sign the Declaration of Acceptance of Office before he took his seat for the remainder of the meeting.

b) Vacancy 2

First round of voting:

Shaun Hacon 1 vote

John Lindsay 4 votes

Keith Osborne 2 votes

Second round of voting:

John Lindsay 4 votes

Keith Osborne 3 votes

John Lindsay (who was not present) was duly co-opted.

c) Vacancy 3

Shaun Hacon 4 votes

Keith Osborne 3 votes

Shaun Hacon was duly co-opted. The meeting was suspended to allow Shaun to sign the Declaration of Acceptance of Office before he took his seat for the remainder of the meeting.

6. Update on Matters Arising

It was noted that Speedwatch had been out in Billockby, however the hedge at the speed limit had not been cut – this should have been completed on 18th September. The Clerk was asked to write formally to the owner of the hedge, copying Norfolk County Council for further action if this was not completed.

Clerk

It was reported that Great Yarmouth Borough Council did not have details of who owned the overgrown footpath. The Clerk was asked to carry out a Land Registry search to find the registered owner.

Clerk

The Beech Road to Marsh Road footpath should have been cut once per year however this did not appear to have happened. It was noted that the summer growth would soon die back, and that future maintenance of the path could be considered. The Clerk was asked to check with Norfolk County Council when it was last cut. It was felt that the footpath from the cemetery to Rollesby Road (school route) should be maintained as there was a problem with nettles.

Clerk

A member of the public volunteered to take on the role of footpath warden (including monitoring maintenance, and carrying out preventative work), if the Council was willing to purchase a petrol strimmer. The Clerk was asked to look at prices, and to check whether this was acceptable with the insurance company.

**Clerk
Clerk**

7. Planning Applications Received

i) 06/17/00390/F The King's Arms Public House, Main Road, Fleggburgh: Proposed construction of 3no accommodation lodges (Amended).

It was noted that the location of the lodges had been moved as they were too close to the church, and conservation concerns had been raised. The lodges would be replacing the store. It was **agreed** to object to the application on the basis that it was too close to the neighbour, and expressing concern that the proposed soakaways would undermine the neighbouring property, all in favour.

Clerk

Andrew Peake left the meeting. Jean Lindsay took the Chair.

- ii) 06/17/0443/O New House (Land Adj), Rollesby Road, Fleggburgh: Residential development with garages and parking (Amended).
Concern was again expressed regarding the number of exits proposed, when speeding was a known issue. It was not deemed a safe site even for Speedwatch. It was suggested that as the proposed development was opposite a Grade 2 Listed property, it would be detrimental to the setting. It was felt that the footway would have a safety aspect for pedestrians and not traffic.
The agent was invited to speak. He noted that additional access points would naturally slow vehicles down. The scheme had been reduced from 5 properties to 4 as the Borough Council did not want a chalet bungalow built there. A member of the public from a neighbouring property expressed concern about the speed of traffic on the road, especially as visibility on the bend was obscured. It was noted that the application had been supported by the parish council, with more dwellings.
It was **agreed** to support the application, proposed by June Pratt, seconded by Richard Sewell, 3 in favour, 3 against, 1 abstention. The Vice Chairman used her casting vote in favour of supporting the application.

Clerk

Andrew Peake returned to the meeting.

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) 06/17/0524/F Barnstable, Pound Lane, Fleggburgh: Proposed single storey side extension. **APPROVED**

8. Correspondence and Consultations

a) Parish Partnership Scheme

It was noted that the 50/50 funded Parish Partnership Scheme was open for applications for small highways works. It was **agreed** that warning signs and guard rails would be requested for pricing at the junction of Flegg Footpath 10 and Main Road. It was suggested that the speed limit both at the former Bygone Village site, and at the Rollesby end of the village should be moved further back, and the Clerk was asked to enquire about this. It was **agreed** to write to Highways as per the letter from Mrs Loades, and to include issues of speeding in other parts of the village. It was **agreed** that enquiries would be made about the reinstatement of the school crossing patrol in Fleggburgh.

Clerk

Clerk

Clerk

b) Parking at the King's Arms

It was reported that the area of pavement in the car park which looked like a parking space was regularly occupied by cars, causing pedestrians (including push chairs and wheelchairs) to have to step out into the road. The Clerk was asked to contact Highways to see whether hatched markings could be put down.

Clerk

9. Finance

a) Bank Reconciliation and Accounts

The bank reconciliation and accounts for July and August were **noted**.

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by Andrew Peake, seconded by Barry Hall, all in favour:

S & C Moore Farming Ltd	Locum Clerk August 2017	£252.00
URM (UK) Ltd	Glass Recycling	£11.52

10. Other Matters

a) Matters raised at July meeting

i. Minutes of the May meeting

It was confirmed that once minutes were agreed, they were the record of the Council's proceedings and could not be altered.

ii. Email addresses for Parish Councillors

Concern was expressed about publishing councillors personal email addresses, and it was suggested that Council email addresses could be used. The Clerk confirmed that there was no requirement for councillors personal email addresses to be published, and suggested that the Council's official email address should be the single point of contact for the Council. It was **agreed** that all personal email addresses would be removed from the website, and that the fleggburghpc@gmail.com email address would be the single point of contact.

Clerk

Shaun Hacon gave his apologies and left the meeting.

b) Matters raised at August meeting

i) Footpath Warden

Covered earlier in the meeting.

c) Venue for Meetings

It was suggested that the large hall was not suitable for meetings due to the poor acoustics. The small hall would sit enough people for a larger meeting, but not over 40 members of the public. It was confirmed that if the Council booked in advance, they would be able to have the small room, and that alternatives such as the school or church could be considered for bigger meetings.

d) Footpath at Acle Bridge

It was reported that the footpath (including the paved part) at Acle Bridge, near the toilets, was badly overgrown with trees and vegetation. The Clerk was asked to report this to Norfolk County Council.

Clerk

e) Report on Council's Procedures and Processes

i. Code of Conduct

It was noted that the Code of Conduct adopted in June 2017 was the 2001 Model, which was superseded in July 2012 by the Localism Act 2011. It was **agreed** to consider adopting an up to date Code at the next meeting.

Clerk

ii. Planning Applications

Discussion ensued on whether planning applications should be circulated and

considered privately, or whether they should be considered publicly in meetings. It was **agreed** that all planning applications would be considered at Parish Council meetings in public, and that they would be circulated in hard copy at the time of publication of the agenda, beginning with Barry Hall. Applications would be displayed at meetings from 7.15pm, and the agenda would be amended to advise this.

Clerk

iii. Frequency of Meetings

Discussion ensued about whether the Council should continue to meet bi-monthly, or whether monthly meetings should be called. It was felt that monthly meetings would give more opportunity for engagement with the community and would give the opportunity for all planning applications to be heard in public, although concern was expressed at the additional cost of £12 per meeting for six meetings per year. It was **agreed** to move to monthly meetings on the fourth Thursday of each month, 5 in favour, 1 against, 1 abstention. The Clerk was asked to book the Village Hall small room.

Clerk

iv. Whole Council and Chairmanship Training

The Clerk reported that a morning's training for the whole council would be £300, and that it could be opened out to neighbouring councils. It was **agreed** that this would be booked in, and the Clerk was asked to look at availability of councillors, trainers and a venue for a Saturday morning. It was also **agreed** that the Chairman and Vice Chairman would be offered the opportunity to attend Chairmanship training. 5 in favour, 2 abstentions.

Clerk

Clerk

v. Laptop and Printer

It was noted that a laptop, Microsoft Office and a printer would cost £440.28 plus VAT. Norfolk ALC had been asked for a copy of the Transparency Fund application made earlier in the year, with feedback on why it had been rejected, and they had no record of an application being made. It was **agreed** to make an application to the Transparency Fund for the full cost of this equipment (all in favour), and to wait until the new Clerk was recruited before this was purchased (4 in favour, 3 against).

Clerk

vi. Further recommendations

The remaining recommendations in the report, for future action, were **agreed**, all in favour.

Clerk

f) Letters of Thanks to Former Councillors and Clerk

It was **agreed** that letters of thanks would be sent to David Woolard, Jonathan Roper, Jenny Coleman and Frank Brown, to be signed off by the Chairman, proposed by June Pratt, seconded by Barry Hall, 6 in favour, 1 against. Jean Lindsay agreed to print these.

Clerk

g) Recruitment of New Clerk

i. Job Description and Person Specification

The documents were **agreed** as presented.

ii. Advert and Advertising Arrangements

It was **agreed** that the vacancy would be advertised on notice boards and the website, with Norfolk ALC, Norfolk PTS, LCPAS, and Barry Hall would speak with Wendy Roper about including it in the Village News in the Great Yarmouth Mercury. It was **agreed** that the salary offered would be SCP 23 – 26 (£11.05 - £12.61) dependent on experience and qualifications, all in favour.

iii. Contract

The contract as presented was **agreed**, proposed by Andrew Peake, seconded by Rachael Tait, all in favour.

iv. Interview and Appointment Arrangements

It was **agreed** that applications would be shortlisted at the October meeting, and that the interview panel and date would be appointed at the same meeting.

Clerk

v. Registration with HMRC as an Employer

It was **agreed** that the Clerk would register the Council as an employer, proposed by Andrew Peake, seconded by Barry Hall, all in favour.

Clerk

h) Renewal of Lease of Land at Tower Road

The Chairman reported that the leasee of the land at Tower Road had handed in her notice, and would be vacating on 31st October 2017. It was **agreed** to advertise the land locally at the same rate and terms.

Clerk

The issue of preventative maintenance on the fence was discussed, and it was **agreed** that the fence would be inspected shortly after 31st October 2017. A letter could be sent to the neighbour requesting that their trees be cut back.

i) Tendering for Grounds Maintenance Contracts

It was noted that the specification for the village hall grounds maintenance was available but did not cover a lot of maintenance matters, and that no specification was available for the burial ground. It was **agreed** that Andrew Peake would draft specifications for both, to be agreed at the next meeting and sent out for pricing.

AP

11. Items for Next Meeting

- Trees to be cut back
- Village Hall presentation

Clerk

12. Date of the Next Meeting

The next meeting would be Thursday 26th October 2017 7.30pm at Fleggburgh Village Hall.

The meeting closed at 10.35pm.

CHAIRMAN