

**Minutes of the Meeting of Fleggburgh Parish Council held on  
Thursday 26<sup>th</sup> October 2017 at 7.30pm in Fleggburgh Village Hall.**

**Present:** Andrew Peake (Chairman)  
Daniel Forde-Pogson  
Shaun Hacon  
Jean Lindsay  
John Lindsay (from item 3)  
Richard Sewell  
Rachel Tait  
Catherine Moore, Locum Clerk

**Also present:** 8 members of the public were also in attendance.

**1. Public Forum**

A member of the public raised objections to the proposal for 2 Chapel Cottages, highlighting that the four-bed extension would double the size of the property, and noting that parking and turning was limited. It was not appropriate to reverse onto the highway, and the development would create a new access on to the highway. The scale of the planning documents was misleading.

A member of the public spoke to support his application to take over the lease of the land at Tower Road. The applicant had kept his horse there for 7 years and had contributed towards the maintenance. He had understood that the previous tenant had approached the Council about transferring the tenancy however this did not appear to be the case. He spoke about the protected trees and wildlife on the land, and stated that he was prepared to continue maintaining the land to a good standard. He noted that there was still some rubbish to be cleared by the previous tenant, who had told him a time extension had been agreed with the Council. It was confirmed that this was not the case.

Another member of the public spoke in objection to the Chapel Cottages application, noting that the bungalow in Town Road had been extended upwards and overlooked neighbouring properties, which was why windows were not permitted in certain parts of it. The same problem applied at Chapel Cottages, with the neighbouring property being 8ft 2in from the development. The west upper window overlooked, and there were issues of privacy in the garden. It was suggested that the upper windows should be Velux in the roof, and that the downstairs bathroom could be moved to the north. The windows in 1 Chapel Cottage opened out across the neighbouring boundary which was technically trespass, and it was suggested that the windows of 2 Chapel Cottages should only open inwards to prevent this occurring again. It was felt that this was an overcrowded form of development.

Another member of the public spoke in objection to the planning application, stating that there was no-where to put bins out, no pavement resulting in cars existing directly onto the highway, and nothing that the chapel was likely to be the next building to be developed.

Another member of the public reiterated the points already made regarding the Chapel Cottages application. He felt it was planned for holiday use.

**Clerk**

**Clerk**

A member of the public reported that the stall at the junction of Westfield Close was on Highways land and had been moved from the allotments. It was **agreed** that this would be discussed on the next agenda. A member of the public reported that the brambles on the corner of Rollesby Road near The Shrubbery were overgrown. It was **agreed** that this would be discussed on the next agenda.

**2. Apologies**

Apologies for absence were received from Barry Hall and June Pratt. The meeting was adjourned for John Lindsay to sign his declaration of acceptance of office, after which he took his seat in the meeting.

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

Andrew Peake declared an interest in item 6a(ii) as he knew the applicant. Rachael Tait declared an interest in item 12a as she knew one of the applicants.

Daniel Forde-Pogson declared a pecuniary interest in item 10i as he was currently responsible for winding the clock. He also declared an interest in item 6a(ii) as he knew the applicant.

**4. Minutes of the meeting held 28<sup>th</sup> September 2017**

The minutes of the meeting held on 28<sup>th</sup> September 2017 were **agreed** as a correct record and signed by the Chairman, proposed by Rachael Tait, seconded by Jean Lindsay, all in favour.

**5. Update on Matters Arising**

**a) Cutting of Footpaths**

The Clerk reported that the footpath at Beech Road/Marsh Road had been cut on 26<sup>th</sup> May 2017, and was scheduled for one cut per annum. The Highways Engineer would look into the cutting needed for the footpath at Acle Bridge and add this to the maintenance schedule, however the trees were thought to be the property of the Broads Authority. The Clerk was asked to make contact with the Broads Authority to confirm ownership.

**Clerk**

**b) Speeding near former Bygone Village**

The Clerk reported that the response from the Highways Engineer was that a speed terminal could be moved by a few meters to aid visibility, but anything more would need a Traffic Regulation Order, which would not be accepted if the Police did not feel it was enforceable. It was suggested that, as The Village entrance is coming out onto a 40mph, the speed limit should have been changed as part of the Section 278 agreement as it had in other parts of the county. The Clerk was asked to go back to the Highways Engineer raising these points.

**Clerk**

**c) Car Parking on Pavement, King's Arms**

The Clerk noted that Highways had suggested removing the last white line and installing a white H-bar across the access to the pub. Discussion ensued on staff parking from the pub, and an extension to the village hall car park. It was **agreed** to put this on the next agenda. It was **agreed** that Andrew Peake would discuss this with the owner of the pub. The Clerk was

**Clerk  
AP  
Clerk**

asked to clarify with Highways what the land ownership boundaries were between the pub and Highways.

**d) Land Registry Search**

The Clerk reported that she had made a request to the Land Registry but had not yet had the results. It was **agreed** that if there was a clear ownership, the Clerk would write to the owner asking them to tidy the land up. If this was not the case, it would be returned to the next agenda.

**Clerk**

**e) Letters of Thanks**

Richard Sewell reported that the Chairman had declined to sign the letters of thanks, as agreed at the last Council meeting. He proposed that the Council reported the Chairman to the Monitoring Officer for this, seconded by Jean Lindsay. Following a vote with 2 in favour, 0 against and 4 abstentions, this motion was **agreed**. The Chairman did not participate in the vote.

It was proposed by Rachael Tait that the letters could be signed by the Vice Chairman instead of the Chairman, seconded by Daniel Forde-Pogson.

Following a vote with 3 in favour, 2 against and 2 abstentions, this motion was **agreed**.

**JeL**

It was proposed by Rachael Tait to rescind the previously agreed motion to report the Chairman to the Monitoring Officer, seconded by Daniel Forde-Pogson. Following a vote with 2 in favour, 2 against and 3 abstentions, the Chairman used his casting vote and the motion to rescind the previous motion was **agreed**, therefore the Chairman would not be reported by the Council. It was confirmed that any individual could report any councillor to the Monitoring Officer as they wished.

**6. Planning Applications Received**

i) 06/17/0625/F 2 Chapel Cottages, Rollesby Road, Fleggburgh: Two storey extension.

The views of the neighbouring residents were considered, and it was felt that they all bore valid material planning reasons for refusal of the development.

It was **agreed** to object to the application that it was an overcrowded form of development, without enough parking or turning and problems of highways access to the road. The development would result in a loss of privacy for neighbouring properties, and would overshadow them. There were issues of trespass with windows that opened outwards. Proposed by Andrew Peake, seconded by Daniel Forde-Pogson, 6 in favour, 1 abstention.

**Clerk**

ii) 06/17/0641/F Willow Tree Bungalow, Tretts Lane, Fleggburgh: Proposed rear extension and loft conversion.

It was **agreed** to support the application, 5 in favour, 2 abstentions.

**Clerk**

**b) Planning Decisions**

i) BA/2017/0273/FUL Electrical Testing, Main Road A1064, Acle Bridge, Fleggburgh: Temporary consent for the retention of two single portacabins used in association with Electrical Testing. **APPROVED**

The Chairman reported that since the agenda had been published, the applications at the King's Arms and at New House had been approved by the Borough Council's Development Committee.

## 7. Correspondence and Consultations

### Grounds Maintenance

Letter from CGM Group introducing grounds maintenance services.

### Highways Ranger

Requests for Ranger maintenance tasks to be forward to the Clerk by 13<sup>th</sup> November.

**All**

### Parking on Main Road / Rollesby Road

The Clerk read an email expressing concern about parking in the above area (which was clarified to be the junction of Main Road / Town Road). Although the Highway Code stated that cars should not park within 10m of a junction, this was not enforceable. It was **agreed** that the Clerk would contact Highways to ask whether a mirror could be installed to help pedestrians cross the road safely as the currently had to step out on a blind corner. It was also suggested that double yellow lines could be installed on the narrowest point, before parking areas associated with houses.

**Clerk**

## 8. Finance

### a) Bank Reconciliation and Accounts

The bank reconciliation and accounts for September were **noted**.

### b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by Andrew Peake, seconded by Rachael Tait, 6 in favour, 1 abstention:

S & C Moore Farming Ltd	Locum Clerk September 2017	£270.00
Mazars LLP	External Audit	£150.00
Norfolk PTS	Chairmanship Training	£75.00

## 9. Repairs, Defects and Other Maintenance Requests

The pavement at Fir Tree Close was overgrown, the Clerk was asked to report this to Highways.

**Clerk**

Streetlight 44R had still not been repaired, the Clerk was asked to chase this up.

**Clerk**

## 10. Other Matters

### a) Financial Regulations

The Financial Regulations were **agreed**, all in favour.

### b) Fidelity Insurance Cover

The Clerk reported that the cover had been increased to the next bracket (£50K to £100K) which covered the Council's balance of around £60,000, at no additional cost.

### c) Code of Conduct

The Code of Conduct was **agreed**, all in favour.

### d) Footpath Warden

The Clerk reported that Zurich had confirmed that the insurance would be fine for a volunteer, provided a risk assessment was carried out, relevant

training was given, and PPE was provided. It was suggested that further discussion, including allocation of funds towards purchasing equipment, could take place at the next meeting.

Clerk

e) Lease of Land, Tower Road

It was noted that Mr Glendenning had approached the Council after seeing the advert, expressing surprise as he had understood from the previous tenant that the Council had agreed to transfer the tenancy to him. It was confirmed that the Council had not been previously aware of this. The chairman reported that he had been informally approached by a resident of Fleggburgh who wished to make use of the unused wooded part of the land, and that he had ideas for public open space in that area. Mr Glendenning agreed that he would prefer security of three-year tenancy on the land, but that he would be willing to renegotiate if the Council wished to take back the part that was not equestrian. It was **agreed** to offer Mr Glendenning a three-year tenancy from 1<sup>st</sup> November 2017, proposed by Richard Sewell, seconded by Jean Lindsay, all in favour. It was **agreed** that an inspection of the land would take place on 1<sup>st</sup> November, and that the outgoing tenant would be asked to clear up if needed.

Clerk

AP

f) Parish Partnership Funding

The Clerk reported that Highways now did not consider a pedestrian guard rail to be suitable, but felt that some changes to the signage approaching the village hall/school could be suitable. It was **agreed** to set up a site meeting between the Highways Engineer, Shaun Hacon and Rachael Tait.

RT

g) Grounds Maintenance Specifications

Andrew Peake presented draft grounds maintenance specifications for the cemetery and the village hall. It was felt that the specific measurements of the length of the grass should be removed. The dumping of grass clippings and litter was discussed, together with the bonfire which had not been cleared up. It was **agreed** to discuss these on the next agenda, when it would be clear where responsibilities lay. It was suggested that volunteers could be collected together to have a community action day to tidy the village hall grounds and do some litter picking.

Clerk

Clerk

It was **agreed** to send the grounds maintenance specifications out to tender, proposed by Andrew Peake, seconded by Daniel Forde-Pogson, 6 in favour, 1 abstention.

h) Regular Meeting Day

The Clerk reported that she had tried to ascertain the availability of the Hall without success. It was **agreed** that the next meeting would decide whether a December meeting was needed, and would consider the regular meeting day once a new Clerk had been appointed.

Clerk

*Daniel Forde-Pogson left the meeting.*

i) Church Clock Winding

The Chairman reported that he had been asked whether the annual payment for winding the clock could be reinstated. Discussion ensued and it was confirmed that payment ceased in 2010. It was felt that this was the type of job undertaken by a volunteer, and was a church responsibility. It was

**agreed** not to reinstate the payment, proposed by Richard Sewell, seconded by Jean Lindsay, 4 in favour, 0 against, 2 abstentions.

*Daniel Forde-Pogson returned to the meeting.*

**11. Items for Next Meeting**

- Village sign bollards
- Village Hall presentation and Deed of Trust

**Clerk**

**12. Exclusion of Press and Public**

The press and public were excluded from the meeting as the next items related to recruitment.

**a) Shortlisting Applications**

It was noted that five applications had been received. It was **agreed** to offer interviews to all five applications, proposed by Rachael Tait, seconded by Daniel Forde-Pogson, all in favour.

**b) Interview Date and Panel**

It was **agreed** that the interviews would be held on Wednesday 8<sup>th</sup> November 2017, Clerk to find a venue. The interview panel would be Andrew Peake, Daniel Forde-Pogson and Rachael Tait (or June Pratt if Rachael was not available, or Jean Lindsay if neither was available). It was **agreed** that the interview panel could offer the job to their preferred candidate, and that the decision would be ratified at the November meeting, 6 in favour, 0 against, 1 abstention. The Locum Clerk was asked to attend the interviews as an observer.

**Clerk**

**Clerk**

**13. Date of the Next Meeting**

The next meeting would be Thursday 23<sup>rd</sup> November 2017 7.30pm at Fleggburgh Village Hall.

The meeting closed at 10pm.

CHAIRMAN: \_\_\_\_\_

Date: \_\_\_\_\_