

**Minutes of the Annual Meeting of Fleggburgh Parish Council held on
Thursday 24th May 2018 at 7.30pm in Fleggburgh Village Hall.**

Present: Andrew Peake
Daniel Forde-Pogson
Shaun Hacon
Barry Hall
Jean Lindsay
John Lindsay
June Pratt
Keith Osborne
Susan Holland, Clerk

Also present: Borough and County Councillor Haydn Thirtle, 14 members of the public.

- 1. ELECTION OF CHAIRMAN** Councillor Andrew Peake opened the meeting as current chair and welcomed those present.

Cllr Jean Lindsay proposed Cllr June Pratt as Chair, seconded by Cllr John Lindsay, 5 in favour, 3 abstentions. Cllr June Pratt was elected Chairman for the forthcoming year and took the chair.

- 2. ELECTION OF VICE-CHAIRMAN** – Cllr Barry Hall proposed Cllr Jean Lindsay for the role of Vice-Chair, seconded by Cllr Daniel Forde-Pogson. All in favour.

- 3. PUBLIC FORUM –**

The Chairman thanked Cllr Shaun Hacon for the footpath cutting he had undertaken and said it was much appreciated.

A discussion was held about the seating arrangements. Councillors agreed that the tables would be rearranged in a horseshoe shape in the future so that no councillors had their backs to the public.

There was a question to the clerk regarding the claim for travel expenses. It was explained that there had been three additional visits to Fleggburgh during the month and it had been agreed on appointment that additional visits would incur expenses.

A parishioner asked if new councillors could be identified as some parishioners did not know them. All Councillors then introduced themselves to the meeting.

A parishioner asked when the public footpaths were due to be cut as they are in poor condition and there have been many complaints. It was explained that Norfolk County Council have said they will be cut during June and all were asked to take a note of when this takes place. It was suggested that some of the paths need cutting 3 or 4 times per year.

The verge at Westfield Close has not been cut for some time and is in need of maintenance. Councillor Thirtle will send an enquiry to environmental services to ask why they haven't been cut and to ask for them to be done. A parishioner then pointed out that the verges in Trett's Lane have not been cut either and Councillor Thirtle agreed to add this to his request.

Cllr HT

- 4. APOLOGIES FOR ABSENCE** were accepted from Councillor Alan Greenwood.
- 5. DECLARATION OF INTEREST** – Cllr Keith Osborne declared an interest in a planning application to be discussed as a neighbour of the property. Cllrs Jean and John Lindsay

declared a pecuniary interest in 3 planning applications as owners of the properties.

6. **THE MINUTES OF THE MEETING HELD THURSDAY 12th April 2018** had been circulated and were **AGREED** as a true record.
7. **REVIEW OF STANDING ORDERS** – To comply with new legislation, Norfolk ALC had supplied new model standing orders for adoption. These had been adapted for Fleggburgh and circulated. Cllr Keith Osborne proposed they be adopted. Seconded Cllr Barry Hall. All **AGREED**. The newly adopted standing orders will be posted on the council website. **Clerk**
8. **REVIEW OF FINANCIAL REGULATIONS** – The existing regulations were adopted in October 2017 and it was **AGREED** that no amendments were necessary.
9. **REVIEW OF DATES OF MEETINGS FOR FORTHCOMING YEAR** – The dates already allocated were agreed and it was further agreed that meetings for January to March inclusive for 2019 be held on 3rd Thursday of the month subject to availability of the Village Hall. The Clerk will write to VH bookings to enquire.
10. **The CLERK'S MONTHLY REPORT** had been circulated and a copy attached to these minutes. The clerk was asked to check receipts for the clothing recycling. **Clerk**
11. **MATTERS ARISING FROM THE MINUTES** not covered elsewhere on the Agenda
 - a. Tower Road Land fencing – Cllr Andrew Peake had visited and noted that the fence has been repaired. While it is not necessarily a good repair, it is secure and stock proof.
 - b. Trees at edge of playing field – There was some confusion about the ownership of the trees. Neighbours were to be approached and asked again. Once ownership established, the owner to be asked to cut back. **JL**
 - c. Fencing to recycling area – Cllr Barry Hall explained he had not been able to complete this yet, he anticipated having done so by the date of the next meeting. **BH**

Councillor Osborne left the room.

12. PLANNING

- a. Applications Received
 - i. 06/17/0321/O - Rowan Cottage (adj), Main Road, Billockby - Proposed erection of 5 new dwellings with garages and new access road. It was noted that nearby residents have put in complaints and that in a previous application Highways had not supported the application. After discussion, council voted to object on the grounds that the properties will overlook adjacent properties and that the highways issue has not been resolved. 5 in favour of objections, 2 abstentions.

Councillor Osborne returned to the meeting. Councillors John and Jean Lindsay left the meeting.

The following three applications were discussed as a whole.

- ii. 06/18/0232/EU - Tiree Church Lane, Clippesby - Application for certificate of lawfulness for existing use for residential use.
- iii. 06/18/0233/EU - Galbraith & Glenross, Church Lane, Clippesby - Application for certificate of lawfulness for existing use not to comply with agricultural Condition - as residential use.
- iv. 06/18//0234/EU - Arbroath, Church Lane, Clippesby - Application for certificate of lawfulness for existing use for residential use.

After some discussion including a gate at the access, it was proposed that the applications be supported – 5 in favour, 1 against.

- b. Applications Received since 18th May 2018 - NONE
- c. Planning Decisions - NONE

13. A **CORRESPONDENCE** list had been circulated and a copy is attached to these minutes.

14. FINANCE

- a. Bank reconciliation and Accounts for March 2018 had been circulated. These had been checked and signed by two councillors.
- b. It was **RESOLVED** that the following accounts be paid:
 - i. S Holland Salary £232.13
 - ii. S Holland Expenses £45.90
 - iii. Clippesby Church Grass Cutting £750.00
 - iv. Fleggburgh VH Hall hire 2018 £213.00
 - v. Great Yarmouth BC Election expenses 2017 £1557.90
- c. It was **RESOLVED** that the following Invoices received since 18th May 2018 be authorised for payment:
 - i. MA Roper Clearance of cuttings leased land £54.00
- d. **Review of accounts 2017/18 accounts prepared for audit** – The clerk had circulated a copy of the accounts. Cllr Peake raised a question regarding £270.00 paid under HR not authorised in the minutes. The clerk was asked to investigate. The clerk advised that, as a smaller authority with expenditure and income of less than £25,000, the council could be exempt from external audit which would result in a saving of £200.00. **All agreed.**
- e. **To appoint internal auditor** – It was resolved to appoint Mr D Balls as internal auditor for the accounts 2017/18

CLERK

15. REPAIRS, DEFECTS AND OTHER MAINTENANCE REQUESTS –

- a. **VERGE CUTTING AT WESTFIELD CLOSE** had been discussed and Cllr Thirtle confirmed he will investigate.

16. **VILLAGE HALL** – It was noted that the recent visit by the circus had been a success.

17. ITEMS FOR THE NEXT AGENDA

- Improvements to playground
- Norfolk Day 27/7/18 arrangements
- Payment for clock winder
- Main Road, Billockby – land marked as playground

18. DATE OF NEXT PARISH COUNCIL MEETING – 21st June 2018

The Chairman and Councillors thanked Cllr Andrew Peake for all his hard work as chairman during the previous year and there being no further business the Chairman closed the meeting at 8.50pm