

**Minutes of the Annual Meeting of Fleggburgh Parish Council held on
Thursday 21st June 2018 at 7.30pm in Fleggburgh Village Hall.**

Present: June Pratt (Chair)
Daniel Forde-Pogson
Alan Greenwood
Barry Hall
Jean Lindsay (Vice-Chair)
John Lindsay
Andrew Peake
Keith Osborne
Susan Holland, Clerk

Also present: Borough and County Councillor Haydn Thirtle, 10 members of the public.

1. PUBLIC FORUM

It was confirmed that the litter picking event was in the process of being organised and that litter picking equipment was available from the County Council. Mrs Osborne was liaising with Councillor Thirtle for further information. She expressed the hope that more people would also be able to help. The venue would be at Clippesby Loke, A47 before the school holidays when it was anticipated there would be less traffic. Those organising were aware of the need to check procedures used and it was confirmed that Martham Parish Council, who already do this, had been most helpful with advice.

Another parishioner noted that she was pleased to see footpath cutting on the agenda for this meeting.

Cllr Thirtle gave his report on behalf of the County and Borough Councils. He opened his remarks by expressing the hope that everyone had enjoyed the air show at Great Yarmouth. Those present agreed it had been a good show.

He outlined the Broads Authority plans for Acle bridge. A competition had been held to establish the design of the building. RIBA wrote an article for companies to express an interest. 165 companies responded. Within 2 weeks 97 had submitted concept designs. The authority is seeking the views of the parish council. This will be an iconic building at the entrance of the area and parish. Design Number 1 was generally felt to be preferred by those present. This design was by Norwich architects.

There is some concern regarding traffic turning right to go into Acle and it is anticipated the junction will probably need work. Parishioners also expressed concern about the parking area. Councillor Thirtle confirmed the authority is in negotiation with landowners to acquire more land. Councillor John Lindsay added that he would like to see provision for access by cyclists. It was further commented that the building may be a little too close to the water and should be set a bit further back. Councillor Thirtle confirmed there was no intention to lose moorings.

It was generally agreed that it was a pity the toilet facilities had been closed. Cllr Thirtle agreed that if a café is included these facilities will also be needed and suggested that some facility will be considered a priority. The budget for the project is £750,000.

Following an inspection which highlighted a failure on liaison with other authorities including 92 parishes, the Broads Authority are attempting to address the problem and have instituted a Parish forum. Parish Councils can also request a visit by the Broads Authority to give information directly.

2. **APOLOGIES FOR ABSENCE** were accepted from Councillor Shaun Hacon.
3. **DECLARATION OF INTEREST** – Councillor Daniel Forde-Pogson declared a pecuniary interest in item 13c as clock winder.
4. **THE MINUTES OF THE MEETING HELD THURSDAY 24th May 2018** had been circulated and were **AGREED** as a true record. Proposed Cllr. June Pratt, seconded Cllr. Keith Osborne.
5. **The clerk’s monthly report** had been circulated and was noted.
6. **MATTERS ARISING FROM THE MINUTES not covered elsewhere on the agenda**
 - a. The recycling area fencing was scheduled for Friday 22nd June. Fence panels have cost nothing and posts and concrete mix will be approximately £60 and therefore less than the amount agreed at a previous meeting. Rubbish will need to be moved. Cllr Barry Hall will clear and strim all round.

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7. **PLANNING**

- a. Applications Received since 14th June 2018 - NONE
- b. Planning Decisions 06/18/022/F – White House, Main Road, Fleggburgh – APPROVED

8. **A CORRESPONDENCE list had been circulated and a copy is attached to the minutes.**

Under the item from the LCC of the Church, it was noted that the clerk had contacted the contractor regarding collection of grass cuttings who had confirmed that it is not usual to do this under this type of contract. If it were to be requested the cost would be more than doubled. It was **agreed** that this was neither feasible nor necessary.

9. **FINANCE**

- a. The bank reconciliation to the end of May 2018 had been circulated and was noted.
- b. Three accounts were prepared for payment:

i. S Holland	Salary	£193.45
ii. D Balls	Internal Audit	£30.00
iii. URM	Glass recycling	£5.40

Cllr Andrew Peake disputed payment of the account for internal audit as he felt that it had not been carried out correctly as a payment had been made in July 2017 that did not appear in the minutes. The clerk confirmed that an invoice had been submitted, and all other financial regulations appear to have been correctly followed. Cllr June Pratt proposed payment of the invoice, seconded by Cllr Jean Lindsay, 6 for, 1 against, 1 abstention. All in favour of the remaining two invoices. **All three invoices were therefore approved for payment.**

- c. No invoices had been received since 14th June 2018.
- d. The clerk had prepared a risk assessment policy which was **approved**. Proposed Cllr. Keith Osborne, Seconded Cllr Barry Hall, All in favour. The clerk was asked to check with Zurich Insurance regarding the public liability element and to complete the relevant section.
- e. The Annual Governance Statement for year ended 31st March 2018 was discussed. Cllr Andrew Peake suggested that as a result of the omission of a payment in the July 2017 minutes, the form should not be signed. The clerk confirmed that advice from Norfolk ALC suggested that all but one of the requirements for payment on one invoice had been met, there had been no loss to the council and this was a relatively minor matter. The council noted there had been insufficient regulation and policy in the past and had, over the past few months, undertaken and

Clerk

adopted a range of policies to prevent such problems occurring in the future. Councillors confirmed they were aware of the regulations. Councillors who had not yet undertaken training confirmed their intention to do so. **Cllr Alan Greenwood proposed the form be signed, seconded Cllr Daniel Forde-Pogson, 7 in favour, 1 against. The Annual Governance form was duly signed by the Chairman and Clerk.**

10. TO DECIDE ON PROCEDURE FOR RECRUITMENT OF NEW CLERK

- a. It was **agreed** that the Interview Panel consist of Cllr June Pratt, Cllr Jean Lindsay and Cllr Daniel Ford-Pogson with Cllr Keith Osborne to substitute if needed. It was further agreed that the interview panel be given Delegated Authority to make arrangements to interview and appoint to be ratified by Council at their next available meeting. All councillors to be forwarded details of applicants.
- b. It was **agreed** to use the contract provided by Norfolk ALC and as used for the current clerk. Cllr Andrew Peake proposed increasing the hours worked to 5 hours per week, seconded Cllr Keith Osborne, all **agreed**. A locum clerk would be sought in the interim.

11. TO CONSIDER ALLOCATION OF PARISH COUNCILLOR RESPONSIBILITIES

Cllr Keith Osborne outlined his suggestion that small working groups or individuals take on responsibility for areas to reduce the workload on the clerk. He offered to undertake maintenance and update of the website to work alongside communications via Yarmouth Mercury. All **agreed**.

Cllr Andrew Peake gave verbal notice resigning from Village Hall Committee. Mr Richard Jordan confirmed from the floor that the Committee would welcome a replacement representative from the parish council. Cllr John Lindsay offered to take the position - all **agreed**.

It was also agreed that the item be taken to a future meeting when all councillors were present and more areas of responsibility could be discussed.

12. REPAIRS, DEFECTS AND OTHER MAINTENANCE REQUESTS

- a. Footpath Cutting – 3 quotes had been requested although only one quote had been received from Mr Simon Crook. This amounted to £475.00 for 5 footpaths, 4 cuts from July to October. Cllr Osborne proposed accepting the quote subject to provision of relevant documents e.g. public liability insurance. All **agreed**.

Cllr Forde-Pogson wished to register thanks to Cllr Barry Hall for cutting at Westfield Close and questioned why the footpaths had not been cut by Norfolk County Council. Cllr Thirtle remarked that he had chased this four times. He further advised that contracts are currently being looked at. Cllr Osborne asked whether it was possible to buy back responsibility for cutting footpaths – this would need to be investigated.

- b. Litter picking event – the dates of July 3rd, 4th or 5th were discussed. It was agreed that Thursday 5th would be suitable and would start at 10am. Councillors John Lindsay and Alan Greenwood confirmed their availability. Mr Richard Jordan offered to join the group. It is anticipated that this could be the start of a rolling program.

13. OTHER MATTERS

- a. Improvements to playground – Cllr Shaun Hacon had sent an email with some suggestions and confirmed he is arranging a meeting with a representative of Great Yarmouth Borough Council. Cllr Osborne proposed that a site visit be arranged with Cllr Hacon leading and offered to support. Seconded Cllr Jean

Lindsay. All **agreed**.

b. Norfolk Day arrangements – 4-6pm on 27th July. Cllrs Daniel Forde-Pogson, Jean Lindsay and June Pratt comprise the working group undertaking the organisation. Meetings had been held with representatives from the village hall and arrangements were in progress. The event would be a simple picnic this year with the following features:

- Parishioners bring own picnic, blankets etc.
- Free drinks and cakes to be provided.
- Entertainment and exhibitions are being planned.
- The Church will be open.
- The school had been asked to produce publicity leaflets. 11 designs had been produced and 500 leaflets will be distributed.
- The Mayor had agreed to come to open the event.

The working group explained that it was hoped this could be the start of the community coming together, taking pride and being involved and asked whether the parish council would be prepared to provide some funds in order that the event could be completely free to attend. Councillor Barry Hall proposed the sum of £170, seconded Cllr Andrew Peake, all in favour.

Councillor Daniel Forde-Pogson left the room.

c. Payment for clock winder – All agreed that the clock was an important feature of the village. Cllr June Pratt suggested an honorarium of £120 per annum. Cllr John Lindsay seconded and all in favour. It was therefore **agreed** in principle subject to checking public liability insurance.

Councillor Forde-Pogson returned to the meeting.

- d. Main Road, Billockby – land marked as playground - postponed to next meeting.
- e. Request for floral display for 30th June fundraising event at St Margaret's Church. Cllrs Jean Lindsay and June Pratt offered to organise the display on behalf of the Parish Council and confirmed no funds were required. All **agreed**.
- f. Parish Partnership Scheme – The County Council had written to advise that the Parish Partnership Scheme for Highways related matters would be running again in 2019-20. The closing date is December 2018. It was agreed to postpone to a future meeting.

14. REPORT FROM VILLAGE HALL COMMITTEE MEETING – Cllr John Lindsay had attended. He reported that he had enjoyed the meeting and commented that this was a hard-working group. The following items were noted:

- A small loss was made this year partly as a result of some regular groups leaving to go to another building and partly as a result of some costly maintenance.
- The council was asked to consider some possible joint elements. For example, wi-fi provision would be of benefit to both the council and the village hall at an anticipated cost of around £300.00 per year and the defibrillator was a costly upkeep and training was needed. This would cost £175.00 but would be open to anyone in the village to attend. It was agreed that these items be placed on the agenda for the next meeting.

- Cllr Lindsay had contacted the original owner of the goal posts left on the grounds who confirmed that he did not need them. Cllr Lindsay had arranged to have them removed.

15. ITEMS FOR THE NEXT AGENDA –

- Wi-fi for hall
- £175.00 for defibrillator
- Training for councillors,
- Billockby playground (postponed from this meeting),
- Parish Partnership (postponed from this meeting).
- There but not There, application for funding.

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- 16. DATE OF NEXT PARISH COUNCIL MEETING had been arranged for 19th July 2018** however, there being no clerk and the chairman away on holiday, the Chairman proposed cancelling. Seconded Cllr Jean Lindsay. 7 for, 1 against. Next meeting date will therefore be 16th August 2018.

There being no further business the Chairman closed the meeting.