

**Minutes of the Meeting of Fleggburgh Parish Council held on  
Thursday 22<sup>nd</sup> November 2018 at 7.30pm in Fleggburgh Village Hall.**

**Present:** June Pratt (Chair)  
John Lindsay  
Keith Osborne  
Shaun Hacon  
Francesca Dockerty  
Catherine Fletcher, Clerk

**Also present:** 12 members of the public.

**Notice**

The Chair welcomed all to the meeting and then stated that she had sought advice from the Monitoring Officer and had been advised to read the following notice:

At the end of the last meeting when the meeting was officially closed it came to the attention of Cllr. Greenwood that another Councillor had been recording the whole meeting. Cllr. Peake had recorded the meeting without making himself known and this act was not done on the Council's behalf and he had no authority to do so.

The Chair then read out the NALC notice on Filming and Recording that was also displayed on the door and the planning table.

1. **Public Forum** No comments.

2. **To receive and approve apologies for absence**

Apologies for absence were accepted from Cllr. Peake, Cllr. Hall, Cllr. Greenwood and Cllr. Jean Lindsay. County Councillor, District Councillor and Chairman of the Broads Authority Haydn Thirtle sent his apologies as he would miss the first part of the meeting.

3. **Declarations of interest for items and applications for dispensations**

Cllr. Dockerty declared a personal interest in item 12.

4. **To approve the minutes of the meeting held Thursday 25<sup>th</sup> October 2018**

The Chair stated that though there had been some confusion last month, Standing Order 10.a.i. shows that a motion to correct an inaccuracy in the draft minutes of a meeting does not require written notice.

The minutes of the meeting of 25<sup>th</sup> October 2018 had been circulated and were **AGREED** as a true record, all in favour.

5. **To receive and note the Clerk's monthly report**

The clerk noted that the VAT refund and glass Recycling Credit had both now been received.

6. **Planning**

a. Applications Received

i. 06/18/0605/F

Removal of condition 2 of Planning Permission 06/16/0790/F to allow for revised layout and revised house types

Church View (Land South Of), Fleggburgh, Great Yarmouth

**SUPPORTED** whilst noting the lack for information regarding the plot in the SE of the plans and who will have responsibility for the maintenance of this area.

Proposed by Cllr. Osborne, seconded by Cllr. Hacon, **AGREED** all in favour.

b. Applications Received since 15<sup>th</sup> November 2018

None received.

c. Planning Decisions

i. 06/18/0535/F Extension to the existing house and associated work, at 5 Trust

**7. To discuss and consider adopting a Complaints Procedure**

Cllr. Osborne proposed adopting the Complaints Procedure, seconded by Cllr. Dockerty, **AGREED** all in favour.

**8. Correspondence** – To consider and respond to the following correspondence:

**a. Email of complaint regarding Council comments on planning application 06/18/0436/O and response to initial complaint**

The complaint was not upheld by the council, as it was felt the concerns had been addressed previously.

A number of changes where, however, suggested to improve the way the council responds to planning applications, particularly of this size:

- The council will seek guidance and training in relation to how to respond to planning applications.
- The council will consider the introduction of automatic triggers for the holding of extraordinary meetings in relation to planning applications. For example, an extraordinary meeting could be held for any planning application of 5 or more houses.
- The council will request that comments for consideration from members of the public are submitted to the council in writing before the Parish Council meeting.

During this discussion, a member of the public alerted the council to the fact that the meeting was being recorded by another member of the public. There was some discussion as the member of the public who had made the recording felt the recording and filming notice read at the start of the meeting and displayed on the door and on the planning table had not explicitly stated that anyone wishing to record the meeting should inform the Clerk or Chair.

**b. Phone call and email regarding reduction of speed limit on Main Road, Clippesby**

There was much agreement that Main Road, Clippesby is a dangerous road and that the current speed limit is too high and unsafe.

It was suggested residents could write to the council regarding their concerns about this road.

The Chair proposed that both Highways and Norfolk Constabulary are contacted to alert them to this situation and ask advice on how best to proceed. Seconded by Cllr. Osborne, **AGREED** all in favour.

**c. Email from Cllr. Pratt regarding the pavement along Main Road, Fleggburgh**

The Chair reported that the pavement between Broad Farm and Marsh Road is badly overgrown.

The Chair proposed this be reported to NCC Highways and that the contract for the land leased by the council be check to see who is responsible for cutting the area adjacent to this land. Seconded by Cllr. John Lindsay, **AGREED** all in favour.

**d. Email from Cllr. Pratt regarding the hedge cutting along Main Road, Fleggburgh**

The Chair reported that Jonathan Roper has offered to cut the hedge along the Parish Council land, the Main Road, Fleggburgh, and Tower Road to the back entrance of The Lodge for £40 +VAT.

Mr Roper has also offered to cut between the playing field and the bus shelter for no charge.

The Chair propose the Council accept Mr Roper's offer, seconded by Cllr. John Lindsay, **AGREED** all in favour

**e. Correspondence received since 15<sup>th</sup> November 2018**

None for discussion.

**9. Finance**

**a. To note Bank Reconciliation for October 2018**

The back reconciliation for October 2018 had been circulated and was noted.

**b. To note the Accounts Summary for October 2018**

The accounts summary to October 2018 had been circulated and was noted.

- c. Six accounts were prepared for payment:
- |      |             |                    |         |
|------|-------------|--------------------|---------|
| i.   | J. Pratt    | Remembrance Wreath | £17.00  |
| ii.  | NALC        | Chairman Training  | £132.00 |
| iii. | C. Fletcher | Salary             | £258.52 |
| iv.  | C. Fletcher | Phone line, stamps | £11.32  |
| v.   | C. Fletcher | Membership of SLCC | £72     |
| vi.  | URM         | Glass Recycling    | £9      |

- d. To approve payment of invoices received since 15<sup>th</sup> November 2018  
One invoice had been received since the 15th November 2018. This was prepared for payment:

The Boards Society      Membership      £16

**All seven invoices were approved for payment, AGREED** all in favour.

- e. To discuss the DRAFT budget for 2019/20
- i. Training  
It was identified the council would benefit from planning training. A budget will be allocated following further investigation.
  - ii. Election expenses  
It was felt the council should budget for a contested election in 2019.
  - iii. Repairs  
A number of items were identified as potentially needed attention in 2019/20. These included two parish notice boards and a gate. It was suggested to move £500 from the contingency fund to repairs.
  - iv. Clippesby St. Peter's  
It was unclear why the grant given by the Council of the cutting of grass at Clippesby St. Peter's had been removed from Concurrent Functions in 2018/19. It was felt this should be moved back to Concurrent Functions.
  - v. Any other areas of the budget  
No additional comments

**10. To consider the quotes for the 2019 Season:**

- a. Fleggburgh Playing Field
- b. Fleggburgh Churchyard and Burial Ground

Item 10.a and b. were considered together. It was felt Garden Guardians had done a good job this year and have accommodated the Council's request for a lower quote.

Cllr. Osborne proposed Garden Guardians be awarded both the Fleggburgh Playing Field and Fleggburgh Church Yard and Burial Ground contracts. Seconded by Cllr. Hacon. **AGREED** all in favour.

**11. To consider a response to the Norfolk County Council 2019/20 Budget consultation**

No comment to be submitted.

**12. To consider altering the planning application comments submitted to GYBC regarding planning application 06/18/0436/O, Rollesby Road (Off), New House (land adj), Fleggburgh, NR29 3AT – Residential development of 13 dwellings with estate road, private drive, garages and parking.**

GYBC have confirmed that this planning application is still under consideration and so it is possible to amend the previously submitted comments from the parish council. As planning comments are not considered to be resolutions, Standing Order 7.a. does not apply.

The Chair proposed the third comment submitted to the GYBC be amended to read (amendment in bold):

*Concern about the overwhelming objection of **neighbouring** residents.*

Seconded by Cllr. John Lindsay, **AGREED** 4 in favour, Cllr. Dockerty abstaining.

### **13. Recording of Parish Council Meetings**

- a. To discuss and consider adopting a Recording and Filming Policy
- b. To agree to the Clerk recording Parish Council Meetings

Cllr. Osborne proposed the Recording and Filming Policy be adopted by the council and that the Clerk should make recordings of future meeting for minute taking purposes.

Seconded by Cllr. Hacon, **AGREEN** all in favour.

### **14. To discuss how to best collect information to form an Asset Register**

Through discussions a number of potential assets were identified:

- Piece of land currently leased out
- Village Hall, Car Park and Playing field
- Laptop

The Chair proposed the Clerk carry out Land Registry searches to see if the piece of land or the village hall, car park and playing field are registered to the Parish Council. Seconded by Cllr. Joh Lindsay, **AGREED** all in favour.

### **15. To receive report from Village Hall Committee Meeting#**

Cllr. John Lyndsay reported that the next Village Hall Committee meeting will be in February 2019.

### **16. To receive any updates relating to St Mary's Church, Fleggburgh**

To be added to the agenda for the next meeting on the 20<sup>th</sup> December 2018.

### **17. To consider providing a wreath for the Advent Wreath Display at St. Mary's Church Martham**

The council will not provide a wreath for the Advent Wreath Display at St. Mary's Church Martham this year.

### **18. Footpaths**

- a. To receive report regarding Public Footpaths and stiles in the parish

To be added to the agenda for the next meeting on the 20<sup>th</sup> December 2018.

- b. To discuss sending a letter to landowners regarding their responsibilities in maintaining footpaths

To be added to the agenda for the February 2019 meeting, as this was considered the most effective time to write.

### **19. To receive any updates regarding Fleggburgh Playground**

To be added to the agenda for the January 2019 meeting.

### **20. To receive any updates on the possibility of developing a Parish or Neighbourhood Plan**

It was suggested GYBC be contacted for support in pursuing a Neighbourhood Plan.

### **21. To discuss if the village in which the Village Hall is situated is 'Fleggburgh' or 'Burgh St. Mary'**

To be added to the agenda for the next meeting on the 20<sup>th</sup> December 2018.

**22. To discuss requesting additional support from GYBC Planning Department regarding planning comments**

It was suggested guidance could be sort form GYBC Planning Department and NALC.

**23. To receive any updates regarding the Poor's Trust**

The Chair reported that the Poor's Trust had a new website, Billockby and Burgh Lands Trust, which has a great deal of information on it. Cllr. Osborne reported that there have been notices put up by the Poor's Trust in the Church and Village Hall about how to apply. A link to the website could be added to the Fleggburgh Parish Council website.

Cllr. Osborne proposed the council ask the Poor's Trust either for a copy of their governing documents, or for directions on how to access them.

**24. To consider the additional time worked by the clerk**

To be added to the agenda for the next meeting on the 20<sup>th</sup> December 2018.

**25. To consider making a donation to Citizens Advice Norfolk**

To be added to the agenda for the next meeting on the 20<sup>th</sup> December 2018.

**26. To discuss a Publication of Meeting Supporting Documentation Procedure**

To be added to the agenda for the next meeting on the 20<sup>th</sup> December 2018.

**27. To consider GDRP training for the Clerk**

To be added to the agenda for the next meeting on the 20<sup>th</sup> December 2018.

**28. Repairs, defects and other maintenance requests**

**a. Notice Boards**

To be added to the agenda for the next meeting on the 20<sup>th</sup> December 2018.

**29. Items for the next agenda**

**30. Date of next Parish Council meeting: 20<sup>th</sup> December 2018**

There being no further business the Chair closed the meeting at 9:50pm