

**Minutes of the Meeting of Fleggburgh Parish Council held on
Thursday 20th December 2018 at 7.30pm in Fleggburgh Village Hall.**

Present: June Pratt, Chair
Jean Lindsay, Vice Chair
Francesca Dockerty
Barry Hall
John Lindsay
Shaun Hacon
Keith Osborne
Andrew Peake
Catherine Fletcher, Clerk

Also present: 2 members of the public, Haydn Thirtle Chair of the Broads Authority, County Councillor and District Councillor; Nick Fountain, Senior Strategic Planner at GYBC and Andrew Parnell Strategic Planner at GYBC

1. Public Forum

A member of the public asked the council what they thought they had achieved in the last 18 months.

Haydn Thirtle, Chair of the Broads Authority, County Councillor and District Councillor reported:

- From the 9th January there will be significant road works taking place along the main road in Repps with Bastwick. It is likely to last for at least 2 weeks.
- The Chief Constable has reported there will be a 'surge in policing' with the appointment 85 new police officers.
- The Broads Authority has submitted a paper to central government regarding the future of the Broads Authority.
- It has been agreed the Marina Centre is not fit for purpose. It is proposed that it will be taken down and replaced at a cost of between £20-23 million.

A member of the public asked if the clerk would be paying back the money the Council had spent on her training. He also asked why the clerk should be paid overtime. He also said he would like to hear why the clerk was leaving.

2. To receive and approve apologies for absence

Apologies for absence were accepted from Cllr. Greenwood.

3. Declarations of interest for items and applications for dispensations

None declared.

4. To approve the minutes of the meeting held Thursday 22nd November 2018

The minutes of the meeting of Thursday 22nd November 2018 had been circulated and were agreed as a true record. Proposed by Cllr. John Lindsay, seconded by Chair Pratt, **AGREED** 5 in favour.

5. To pay tribute to David Thompson MBE

Vice Chair Jean Lindsay spoke:

Many of us here knew David, possibly from when he delivered the mail twice daily round our villages; a cycle ride of over thirty miles, come rain or shine.

David served the Fleggs very conscientiously as a Borough Councillor and regularly attended Fleggburgh

Parish Council meetings; advising and helping wherever and whoever he could.
There was no one more public spirited than David. He will be missed.

At the Chair's suggestion item **7.d.** was moved up the agenda:

**To receive a talk from Nick Fountain, Senior Strategic Planner and Andrew Parnell
Strategic Planner of GYBC regarding the development of a Neighbourhood Plan**

Nick Fountain, Senior Strategic Planner at Great Yarmouth Borough Council spoke to the meeting. When considering the development of a Neighbourhood Plan, it can be helpful to consider how you would like your community to develop over the next 10-15 years. This could include the style and design of houses you wish to be built, any key policies you would want included and if the community has a dedicated team who would be prepared to commit to this long and involved project.

The first stage of the process would be to Designate the Neighbourhood Area. This area is usually the Parish, though this can be changed if desired. Once the area is designated the plan can be developed. As the plan is developed, it is important to remember it must have regard for the GYBC Core Strategy and the Planning policies of the Broads Authority. Community consultation events can be used. There may be regulation and environmental assessments that need to take place, GYBC can assist with these.

Once the plan is formed, it will go through a formal 6 week Pre-Submission Consultation. The plan is then considered by an independent inspector to ensure it meets the basic standards, conforms to the GYBC Core Strategy and is compatible with EU regulations. They may make recommendations for changes to the plan.

The plan will then be put to a referendum of the local community. A majority of 50% plus 1 is required. It would then be adopted by GYBC and be considered in future planning decisions.

It is possible to apply for a grant of £9000 from *Locality* towards the cost to developing the plan.

There followed a questions and answer session where further points were made:

- The time taken to develop a Neighbourhood Plan varies depending on its complexity, but it is likely to take between 18 months and two years.
- GYBC are keen to assist Parish Councils in developing Neighbourhood Plans.
- There are currently 3 Parish Councils in the borough developing Neighbourhood Plans, Hemsby, Winterton and Rollesby.
- Though both GYBC and the Broads Authority would be involved in the process, the main point of contact would be with GYBC.
- *Locality* website contains some useful information.

6. To receive and note the Clerk's monthly report

The Clerk's report had been circulated and was noted.

7. Planning

- a. Applications Received
None received.
- b. Applications Received since 13th December 2018
None received.
- c. Planning Decisions
 - i. 06/18/0573/F Demolition of existing garage and single story lean-to and construction of new two storey side extension and single story rear extension,

- d. **To receive a talk from Nick Fountain, Senior Strategic Planner and Andrew Parnell Strategic Planner of GYBC regarding the development of a Neighbourhood Plan**
Item discussed after item 5.

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

- a. **Email regarding visibility at the junction of Marsh Road and Main Road**

The Chair reported the hedge had now been cut back and visibility has improved.

- b. **Request for contribution towards repair of shed on land leased from the Parish Council**

The Chair proposed no contribution be made, seconded by Cllr. Peake, **AGREED** 7 in favour.

- c. **Items received since 13th December 2018**

- i. **Email regarding the goal posts on the playing field**

Cllr. Peake has offered to remove the goal posts and try to sell them, donating any monies made to the Village Hall.

- ii. **Email regarding the blocking of footpath FP2**

Vice Chair Jean Lindsay proposed this issue be considered in February 2019, seconded by Cllr. Hall, **AGREED** 7 in favour.

9. Finance

- a. To note Bank Reconciliation for November 2018

The bank reconciliation for November 2018 had been circulated and was noted.

- b. To note Accounts to 30th November 2018

The accounts to 30th November 2018 had been circulated and were noted.

- c. Two accounts were prepared for payment:

i.	C Fletcher	Salary	£247.28
ii.	C Fletcher	Phone line, ink and 12x2 nd stamps	£16.83

Both invoices were approved for payment. Proposed by Cllr. Hall, seconded by Vice Chair Jean Lindsay, **AGREED** all in favour.

- d. To approve payment of invoices received since 13th December 2018

None received.

- e. To discuss and approve the **2019/20 Budget** for Fleggburgh Parish Council

Cllr. Osborne proposed to approve the budget, whilst noting the cost of a contested election in May 2019 would be met by reserve funds in the event of a contested election. Seconded by Cllr. Hacon, **AGREED** all in favour.

- f. To discuss and authorise the **2019/20 Precept Demand**

Cllr. Osborne proposed Fleggburgh Parish Council make a precept demand of £5408 for the financial year 2019/20. Seconded by Cllr. Hacon, **AGREED** all in favour.

- g. To consider additional signatories for the Fleggburgh Parish Council bank accounts

Chair Pratt proposed Cllr. Dockerty be added as a signatory for the Fleggburgh Parish Council bank account. Seconded by Vice Chair Jean Lindsay, **AGREED** 7 in favour

10. Highways

- a. To receive any updates regarding the B1152

Members discussed the responses the council had received from PC May and the Highway Ranger which both suggested the B1152 does not meet the criteria required to reduce the speed limit.

C.Cllr. Thirtle suggested contacting Jonathan Winnett at NCC Highways to request a Highways evaluation of the road.

11. Clerk. To agree the procedure for the recruitment of a new Clerk

The post will be advertised in the NALC website, the Great Yarmouth Mercury and the Fleggburgh Parish Council website.

The advert will be the same as used last time.

Cllr. Hall proposed the following members be nominated to have delegated powers to interview and appoint the new clerk. The appointment to be ratified by the full council.

- Chair Pratt
- Vice Chair Jean Lindsay
- Cllr. Osborne
- Cllr. Dockerty (reserve)

Seconded by Cllr. John Lindsay, **AGREED** all in favour.

12. Fleggburgh Playground

- a. To consider applications for funding

Cllr. Hacon reported that he has been looking into funding applications for improving the playground in Fleggburgh. Though he will be able to apply the Lottery Fund grant, the other grants will need to be applied for through the clerk. It was agreed to discuss this further at the February 2019 meeting.

Cllr. Hacon also reported he had received a number of quotes for replacing the fence with 1m railings from the opening to the corner and also replacing the gate. There had been a wide range of prices quoted, but the best value was £1264 for a galvanised steel fence and spring-loaded gate. Cost of fitting will need to be determined.

13. The Poor's Trust. To receive any updates regarding the Poor's Trust

No updates received.

14. Clerks Working Hours. To consider paying the Clerk for the additional 8 hours and 40 minutes worked in November 2018

Cllr. Peake proposed paying the clerk for the additional 8 hours and 40 minutes worked in November 2018, seconded by Cllr. Hall, **AGREED** all in favour.

15. To note the dates for meetings in 2019:

The following dates were noted for the Fleggburgh Parish Council meetings in 2019. The date of the Annual Parish Council meeting was agreed as 16th May 2019:

17th January, 28th February, 28th March, 25th April, 16th May, 20th June, 18th July, 29th August, 26th September, 24th October, 21st November, 19th December 2019

16. Code of Conduct. To discuss the Draft Code of Conduct and consider its the adoption.

Vice Chair Jean Lindsay proposed the DRAFT Code of Conduct be adopted by Fleggburgh Parish Council. Seconded by Chair Pratt, **AGREED** all in favour.

17. Citizens Advice Norfolk. To consider making a donation to Citizens Advice Norfolk

Cllr. Hall proposed a donation of £50 be made to Citizens Advice Norfolk, seconded by Vice Chair Jean Lindsay, **AGREED** 6 in favour.

18. Asset Register. To receive any updates regarding the formulation of an Asset Register

No updates. To be added to the agenda for the next meeting 17th January 2019.

19. To discuss a Publication of Meeting Supporting Documentation Procedure

Cllr. Dockerty reported that it would be beneficial if any documentation from members of the public to be considered by the council be submitted before the meeting to enable it to be considered by councillors. To be added to the agenda for the next meeting 17th January 2019.

20. St. Mary's Church Fleggburgh. To receive any updates relating to St Mary's Church, Fleggburgh

No updates received.

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

No updates received.

22. Repairs, defects and other maintenance requests

a. Notice Boards

The Chair reported that the notice board near the village hall had been damaged. The door had rung off and had been repaired, though the notice board was still in need of repair. To be added to the agenda for the next meeting 17th January 2019.

23. Items for the next agenda:

- Neighbourhood plan

24. Date of next Parish Council meeting: 17th January 2018

There being no further business the Chair closed the meeting at 9:43pm