Minutes of the Meeting of Fleggburgh Parish Council held on Thursday 25th April 2019 at 7.30pm in Fleggburgh Village Hall.

Present: June Pratt, Chairman
Jean Lindsay, Vice-Chairman
Francesca Dockerty
Shaun Hacon
Keith Osborne
Andrew Peake
John Lindsay
Jimmy Miller, Clerk

Also present: 7 members of the public and Haydn Thirtle Chair of the Broads Authority, County Councillor and District Councillor;

1) Public Forum

Haydn Thirtle, Chair of the Broads Authority, said that he was at a planning meeting of the Broads Authority and that the Fleggburgh Neighbourhood Plan came up and that the area which the plan was considering was approved by the Authority.

A parishioner asked about the ruins of St. Mary's Church, which is a listed building. He says that the whole site of St. Mary's is falling into disrepair with broken chairs and debris on the site. He said that the site could do with a general clear up. Foliage and growth needs cutting back but, due to the historical nature of the site, needs to be done by a professional. Cllr. Pratt said that the land around the site of the Church is owned by the farmer but regarding the ownership of the site is uncertain. Haydn Thirtle believes that the responsibility for the conservation of the site lies with the conservation officer at GYBC and suggested this as a first route. However, he believes that GYBC are responsible for enforcement but not for undertaking the work themselves.

Another parishioner was concerned about the speed of traffic in the Parish and asked what is being done about this? She was also concerned about cars on the wrong side of the road at the bend where Tower Road comes into Rollesby Road. She said that she'd like white lines there and had asked for them a long while ago. Haydn Thirtle said he'd check to see if the white lines can be introduced.

Another parishioner asked why the hedge in Tower Road had still not been cut. The Clerk said that he'd contacted Highways and they'd said that it was looked at and not considered to be a problem. Also, they stated that they want to avoid hedges being cut during nesting season. Cllr. Pratt stated that she had contacted the farmer and they said that they would trim the hedge.

2) To receive and approve apologies for absence

Apologies were accepted from Gary May.

3) Declarations of interest for items and applications for dispensations

None.

4) To approve the minutes of the meeting held Thursday 28th March 2019

The minutes of the meeting of Thursday 28th March 2019 had been circulated and were agreed by all councillors as a true record.

5) Clerk

a) Clerk gave an explanation as to what happens with the minutes. Said that once he's written the minutes and is happy with them, they are then e-mailed to the Chairman. Once the Chairman is

happy with them they are then circulated to all members of the Parish Council and published as Draft Minutes on the FPC website. Cllr. Peake didn't think that a procedure had been voted on or approved by FPC. Cllr. Pratt stated that this procedure was used when Cllr. Peake was Chairman of FPC. Clerk stated that he had gone through the Standing Orders and could find no policy in place regarding what happens to minutes after meetings. Cllr. Dockerty suggested that we have a procedure in place.
b) Clerk stated that he had not yet started the CILCA course but would be starting soon and warned the Parish Council that overtime would be charged for time taken in training.

6) To receive and note the Clerks' monthly report
Clerk looked into requirements for annual accounts, exemptions, and internal audit.
Clerk contacted David Balls, Clerk to Filby Parish Council, regarding internal audit.

7) Finance
a) Bank reconciliation to 31st March 2019
Approved
b) Accounts to 31st March 2019
Approved
c) To approve items for payment
Cllr. Dockerty proposed to approve all items for payment; Cllr. Jean Lindsay seconded. Unanimous decision.
d) To approve of invoices received since 17th April 2019
None received.

Regarding the annual registration fee to Information Commissioner's Office, Cllr. Peake queried whether FPC needed a data protection officer and offered to find out.

8) Correspondence
Clerk gave report on correspondence since the last meeting. This included Pathmakers charity advertising trustee vacancies.
Also, GYBC contacted Clerk to inform that half of the annual precept would be paid into FPC's bank account on or after 7th April 2019.
Clerk said that he had received a newsletter which was sent by PC Gary May which contained some information on being aware of scams and that he would post it on the FPC website. Cllr. Hacon was concerned that PC May hadn't attended a Parish Council meeting for some time. He also mentioned that there had been some burglaries in the parish. Cllr. Pratt wondered whether FPC could put something in the Mercury warning people. Clerk was asked to contact PC May about the break ins and to find out what the police are doing about them.

9) Additional correspondence
Clerk was contacted by MW White and asked to sign that FPC has fulfilled its duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations of 2011.
The Clerk felt that it wasn't in the Parish Council's powers to be responsible for the waste hierarchy in the parish and would look into it.

10) Planning
<u>Planning application looked at in last month's meeting:</u>
BA/2019/0082/FUL (deadline extended to 6th May)
Erection of Portal Frame Building, Land Adjacent to West View Marsh Road Fleggburgh Norfolk NR29 3DE
Cllr. Jean Lindsay proposed to approve the application; seconded by Cllr. Hacon. Cllrs. Jean Lindsay,

John Lindsay, Hacon and Pratt voted in favour; Cllrs. Peake, Dockerty and Osborne voted against. Therefore a majority vote in favour. Clerk will convey this to the Broads Authority.

Applications Received
BA/2019/0125/TPOA
The Lodge, Bridge Farm (track), Fleggburgh, Norfolk
G1: Oak – Remove deadwood and crown raise to 4.5m
T1: Ash – fell stem over boundary
T2: Remove failed limb
W1 to W8: remove
W9: Remove trees with diameter of 110mm or less.

Clerk was asked to contact the Broads Authority for an extension and to ask for more details regarding the purpose for removing W1 – W9. Also asked if it was possible to get a plan.

Applications Received since 17th April 2019
TREES AT CHURCHYARD, MAIN ROAD, FLEGGBURGH The owner of an adjacent property, with consent of the Church, has applied to the Borough Council to carry out work to a tree protected by a Tree Preservation Order. The work for which consent has been requested is as follows:- • T5 Holly – Fell The reasons for removal are:- 1) due to poor physiological condition; tree is dying A replacement Holly tree will be part of the condition of consent.

Clerk was asked to contact GYBC for an extension on this application and to ask for clarification on what the exact location of the tree is in question.

06/19/0204/PAD
Conversion of agricultural building to 3 dwellings at Mill Lane Broiler Farm, Fleggburgh, Norfolk, NR29 3DA

Cllr. Osborne argued that this proposed development was outside the development plan and proposed that it should be rejected. This was seconded by Cllr. John Lindsay. The vote was a unanimous rejection. Clerk to convey this to GYBC.

11) Annual Parish Meeting and EU elections on 23rd May 2019
Due to potential EU elections on 23rd May 2019, Cllr. Pratt proposed that the Annual Parish Meeting be moved to 6pm on Thursday 16th May 2019 and that this be followed by the Annual Parish Council Meeting at 8pm. This was seconded by Cllr. Osborne. Unanimous decision in favour of motion.

12) Co-option of parish councillor
One position available which can be advertised from 3rd May 2019; this can be considered at the Annual Parish Council meeting on 16th May 2019.

13) Playground fence and gates updates
Clerk placed order with Steelway for fencing.
Clerk contacted Bank to give notice on FPC's deposit account regarding Steelway order. Bank accepted notice on deposit account.

Clerk will place order with Yarco for removal of old fencing and installation of new fencing.

14) Neighbourhood Plan update - To receive and updates regarding the Neighbourhood Plan
The questionnaires had been distributed and the next step was to collect them. Cllr. Dockerty mentioned that Neighbourhood Planning have up to £9k available for groups undertaking a

neighbourhood plan but that the application window is closed at the moment but should be open in May.

15) Funding – including funding for Neighbourhood Plan

Clerk looked into potential funding:

Clerk said that there were various funding opportunities available. However, it is important to identify projects, a demonstrable need for the project, and support from the community.

16) Footpaths – stiles and structures – updates

Clerk contacted Broad Farm and they were happy for stiles to be removed and altered. Cllr. Hacon is hoping to carry out the work in the near future.

17) Signs for Broads National Park – positioning of sign

The Broads Authority want to install a sign for the Broads National Park. They have picked one site in Fleggburgh at A1064 West of village, (Billockby Bottom approach) and have asked for FPC's views. The Parish Council felt that the best place for the sign was at the junction of the B1152 and the A1064. Cllr. John Lindsay proposed; Cllr. Hacon seconded. Unanimous decision in favour which will be conveyed to the Broads Authority by the Clerk.

18) Recycling

Clerk to look into the possibility of cardboard recycling in the parish.

19) Possibility of putting Parish Council on Facebook – update

It was agreed to revisit this when the new Parish Council is formed.

20) Repairs, defects and other maintenance requests

Notice boards - update

There was a discussion on where to locate the notice board when the new fence is installed. However, it was decided to defer this until after 16th May 2019.

Cllr. Hacon mentioned that Oakdene's hedge on Main Road was sticking out and encroaching on the path. Cllr. Hacon asked if Clerk could contact them to ask them to trim their hedge.

21) Costs of providing dog poo bins

Clerk looked at costs of purchase plus costs of emptying bins. GYB Services said that they do not provide a service to empty dog poo bins and that to do so requires a hazardous waste contractor which is extremely expensive. However, GYB Services said that dog poo can be put in normal litter bins and that these binds can be emptied once a week for £60 per annum per bin provided any new bins are not too far away from existing bins. GYBC can sell and install litter bins at a total price of £360. FPC could put stickers on existing litter bins to make dog owners more aware that they can dispose of dog poo in normal litter bins.

22) Tea at Parish Council meetings

This item was deferred.

23) Highways To receive any updates regarding the B1152

It was decided to leave this item to the new Parish Council.

24) Items for the next agenda

a) Vote of Chairman and Vice-chairman

b) To adopt a policy for minutes before they are published.

Date of next Parish Council meeting: Thursday 16th May 2019 at 8pm

There being no further business the Chair closed the meeting at 9:30pm