

**Minutes of the Annual Meeting of Fleggburgh Parish Council held at Fleggburgh Village Hall on Thursday 20<sup>th</sup> May 2021 at 7:30pm.**

**Present:** June Pratt  
Frank Brown  
Richard Sewell  
Keith Osborne  
Shaun Hacon  
Jon Roper  
Fran Dockerty  
Jimmy Miller, Clerk

**Also present:** Adrian Thompson and 21 members of the public.

Before the meeting, the Clerk informed everyone at the meeting that it was being recorded.

**1 Election of chairman and vice-chairman**

Cllr Hacon proposed Cllr Brown for chairman; seconded by Cllr Sewell. Cllr Brown was voted Chairman by 5-2 with Cllrs Osborne and Dockerty voting against.

Cllr Brown proposed Cllr Pratt for vice-chairman; seconded by Cllr Osborne. Unanimous decision in favour.

**2 Public forum**

One parishioner said she would like to thank the team who empty the dog poo bins as well as the dog walkers who use the bins provided. However, she said that some dog walkers are not using the bins.

She also mentioned the barbed wire fence that has been put up along the footpath between Tower Road and Tretts Lane. She said that it was dangerous. Cllr Brown said that he wasn't sure who owned the land by the footpath but that this could be looked into. She also mentioned that the footpath between Royden Way and the church had lots of stinger nettles. Cllr Brown said that the Clerk could look into whether FPC could get extra cuts on those footpaths.

Another parishioner mentioned that the height barrier at the village hall was preventing some parents from getting into the village hall car park to pick their children up. He was told that this would be discussed later in the meeting.

**3 To receive and approve apologies for absence**

None.

**4 Declarations of interest for items and applications for dispensations**

None

**5 To approve the minutes of the meeting held on Thursday 18th March 2021**

Cllr Dockerty proposed approving the minutes; seconded by Cllr Pratt. Unanimous decision in favour.

## **6 To approve the minutes of the meeting held on Thursday 29th March 2021**

Cllr Pratt proposed approving the minutes; seconded by Cllr Dockerty. Unanimous decision in favour.

## **7 To approve the minutes of the meeting held on Thursday 27th April 2021**

Cllr Osborne proposed approving the minutes; seconded by Cllr Dockerty. Unanimous decision in favour.

## **8 To receive and note the Clerk's monthly report**

Cllr Osborne asked how much extra work the Clerk had to do as a result of members of the village hall committee resigning. Clerk replied that it wasn't a lot of extra work.

## **9 Planning**

### **(a) Applications received**

None

### **(b) Applications received since 14<sup>th</sup> May 2021**

None

### **(c) Planning decisions**

None

### **(d) Planning Decisions received since 14<sup>th</sup> May 2021**

Clerk said that BA/2021/0023/HOUSEH, Demolish and replace workshop in alternative location on site, The Bungalow, Broad Road, Fleggburgh, NR29 3DD had been approved by Broads Authority subject to conditions.

## **10 Correspondence – To consider and respond to the following correspondence:**

# Correspondence list was issued

There were no questions here.

## **11 Finance**

- a) To approve the accounts and bank reconciliation for the year ending March 31<sup>st</sup> 2021

A motion to approve the accounts and bank reconciliation for the year ending March 31<sup>st</sup> 2021 was proposed by Cllr Pratt; seconded by Cllr Sewell. Unanimous decision in favour.

- b) To note Bank Reconciliation to 30<sup>th</sup> April 2021

- c) To note Accounts to 30<sup>th</sup> April 2021

Cllr Osborne proposed that both the bank reconciliation and accounts to 30<sup>th</sup> April 2021 be approved; seconded by Cllr Pratt. Unanimous decision in favour.

- d) To approve items for payment:

J. Miller	Salary for April 2021	£247.28
J. Miller	Salary for May 2021	£236.04
J. Miller	Mileage*	£9.00
J. Miller	Home office for April/May 2021	£20.00
J. Miller	Mobile phone top up	£50.00

J. Miller	ALC membership	£40.00
URM	Recycling	£14.40
Groundwork UK	Refund of NDP grant	£177.00
Norfolk ALC	Annual membership	£245.59
Westcotec Ltd	SAM2 sign	£3,720.00

\* One twenty-mile round trip for meeting at 45p per mile (May)

Clerk said that, regarding the amount for the SAM2 sign, FPC pay for all of it and then recover the VAT and 50% of EXC VAT amount.

Cllr Pratt proposed approving the payments; seconded by Cllr Dockerty. Unanimous decision in favour.

- e) To approve payment of invoices received since 14<sup>th</sup> May 2021  
None
- f) To consider a donation to CAB  
Clerk e-mailed CAB regarding how many people in parish have been helped. No response from CAB.

Cllr Brown proposed not making a donation; seconded by Cllr Pratt. Unanimous decision in favour of the motion.

- g) To set up a direct debit with URM
- h) To set up a direct debit with ICO

Cllr Osborne proposed setting up direct debits for URM and ICO; seconded by Cllr Roper. Unanimous decision in favour of the motion.

- i) Investment of Parish Council money into bank savings accounts  
There was nothing to say on this.

### **12 To appoint David Balls as internal auditor for accounts year ending March 2021**

Cllr Osborne proposed that FPC appoint David Balls subject to cost; seconded by Cllr Brown. Unanimous decision in favour of the motion.

### **13 Vacancies on Parish Council**

Update on vacancies plus motion to send a letter of thanks to Jon Walshe.

Cllr Brown proposed sending out a letter of thanks to Jon Walshe; seconded by Cllr Pratt. Unanimous decision in favour of the motion.

Vacancies at FPC will be looked at during the next FPC meeting.

### **14 To appoint employment committee**

Cllr Osborne proposed that there be no employment committee; seconded by Cllr Brown. All councillors voted in favour of the proposal except Cllr Pratt who abstained.

### **15 To gain injunction against former councillor**

This will include agreeing an initial budget.

Cllr Brown proposed that FPC proceed to get an injunction against the former parish councillor with a £1,000 budget; seconded by Cllr Sewell. The vote was 5-2 in favour of the proposal with Cllrs Dockerty and Osborne voting against.

#### **16 Documentation review**

The Clerk will prepare a report on what needs to be done.

#### **17 Gateway signs – where to position and wording**

Cllr Roper proposed *Fleggburgh (Burgh St Margaret), Clippesby (Parish of Fleggburgh) and Billockby (Parish of Fleggburgh)*; seconded by Cllr Pratt. Motion was carried by 4-3 with Cllrs Sewell and Brown voting in favour and Cllrs Hacon, Dockerty and Osborne voting against. It was agreed to have “Thank you for driving safely” on the back of the signs.

#### **18 Village Hall**

Cllr Brown said that due to most of the Village Hall committee resigning, the Parish Council is now running the Village Hall. He said that the PC need to consider advertising for suitable people to become trustees of the village hall.

It was agreed that a flyer be distributed which would indicate which positions were available on the committee. The closing date for applications would be 10<sup>th</sup> June 2021 and the next AGM for the village hall committee would be 24<sup>th</sup> June 2021.

It was agreed to defer the decision to close the car park every evening.

A parishioner mentioned that the height barrier was stopping some parents from getting onto the car park to pick their children up. It was agreed that the parishioner would approach the school to see what arrangement could be made to sort this issue out.

#### **19 Dog poo on footpaths**

Cllr Pratt said that, when she had emptied the dog poo bins recently, there had been a lot of others things in the bins besides dog poo.

The Clerk will put something on the FPC website and in the Great Yarmouth Mercury to remind people to put litter in the litter bins and keep the dog poo bins only for dog poo.

#### **20 Football goals**

Cllr Hacon said that one of the goals needs to be removed and cemented in. Cllr Roper offered to help.

#### **21 Pipistrelle close – footpath and green space**

A parishioner wanted FPC to take responsibility for the drainage dike along Rollesby Road, the open green space and the public footpath. Cllr Brown said that FPC did not want the green space but when there was a meeting regarding the space some years ago, FPC agreed for the Parish to have the green space providing there was no cost at all to FPC. Cllr Brown made it clear that this was not the responsibility of FPC.

#### **22 Neighbourhood Development Plan - update**

Cllr Dockerty thanked all the residents and councillors for their help in forming the NDP. The NDP has now been submitted to the planning authorities and we are now just waiting for the outcome.

**23 Footpath between Tower Road and Tretts Lane**

FPC will need to find out who owns the barbed wire by the footpath and the Clerk will have to write to them.

**24 Motion that FPC make application to GYBC for a PSPO in relation to both the Playing Field and the Children's Play Area.**

Cllr Osborne proposed that FPC apply for a PSPO on the Children's Play Area; seconded by Cllr Hacon. Unanimous vote in favour of the motion.

**25 Crossing – update**

It was decided to put this on the agenda of the next FPC meeting.

**26 Clerk taking sole responsibility for maintaining FPC website**

Cllr Brown proposed that the Clerk take sole responsibility for maintaining the FPC website; seconded by Cllr Pratt. Cllrs Hacon and Roper voted in favour of the motion; cllrs Dockerty and Osborne voted against. Motion carried.

**27 Make application and take part in a Local Council Award Scheme to the Quality Award level**

It was decided to put this on the agenda at the next FPC meeting.

**28 Documentation regarding assets of FPC**

The Clerk said that he had sent this out on 19<sup>th</sup> January 2021 and that it was part of the external audit last year.

Cllr Osborne expressed concern that not all land is registered to FPC. This will be put on the agenda for the next FPC meeting.

**29 Delegated authority**

It was decided to put this on the agenda of the next FPC meeting.

The meeting closed at 10pm.