**MINUTES OF A PARISH COUNCIL MEETING**

AT FLEGGBURGH VILLAGE HALL

WEDNESDAY 27th OCTOBER 2021 at 7.30PM

Cllrs present: K Osborne (Chair), P Ely (V Chair), F Dockerty, R Doyle. E Sneddon & C Merritt joined at Item 2.

Locum clerk: C Hummel.

County Councillor and Borough Councillor Adrian Thompson. Members of the public present 10

 ***Meeting Commenced at 7.30pm***

1. **CO-OPTION**

The Parish Council has 3 vacancies that can now be filled via co-option. 2 applicants have applied and their application had been circulated to all councillors.

Emma Sneddon. Gave a speech to councillors for her reasons to be a councillor. Proposed Cllr F Dockerty, Seconded Cllr R Doyle. AGREED UNANIMOUSLY

Christine Merritt. Gave a speech to councillors for her reasons to be a councillor. Proposed Cllr R Doyle, Seconded Cllr P Ely. AGREED UNANIMOUSLY

1. **APOLOGIES**

Cllr S Hacon – Work Commitment. ACCEPTED

PC Gary May gave his apologies.

Cllr R Sewell absent.

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1. **DECLARATION OF INTERESTS**

Cllr F Dockerty gave a pecuniary Interest in Item 7 a) (iii)

Cllr Osborne Item 7.

1. **MINUTES OF THE PREVIOUS MEETINGS**

4.1 To confirm and agree the minutes of the Parish Council Meeting held on Thursday 16th September 2021. The Clerk advised that minutes of a meeting are of public record and that the confidential document supplied regarding to item 17 was just that. A resolution of what was conducted needed to be added to the minutes.

The addition to be added was as follows: During discussions of employment the clerk J Miller gave notice of his resignation to Fleggburgh Parish Council with a termination date of the 15th October. The clerk had confirmed he was due 21 days holiday from 2020 and 2021. Cllr Roper proposed paying the clerk his holiday pay, seconded by Cllr Dockerty. AGREED all favour.

Cllr Brown subsequently resigned followed by Cllr Pratt and Cllr Roper. The clerk confirmed he would inform GYBC of his resignation and that of Cllr Brown, Pratt and Roper. It was AGREED due to the loss of the Chair that Cllr Doyle would become Fleggburgh Parish Council’s Point of Contact.

With the addition added to the minutes of this meeting. PROPOSED P Ely, SECONDED F Dockerty. 3 in favour 3 abstained due to not attending the meeting

4.2 To confirm and agree the minutes of the Extraordinary Parish Council Meeting held on Monday 4th October 2021. Proposed Cllr R Doyle, seconded Cllr F Dockerty. AGREED 2 abstained due to not attending the meeting.

1. **PUBLIC PARTICIPATION**

The meeting will be adjourned for up to 10 minutes.

5.1 To receive reports from County and Borough councillors and police report. Police update had been circulated to councillors.

Borough Cllr Adrian Thompson gave his report. Bin collection day in Fleggburgh is now a Monday. Cllr Thompson is now on the environment committee. The concurrent function grant that parishes currently receive will eventually cease, this will then rest on the tax payers. Parishes are being urged to allow for this when deciding budgets and precept. It is being suggested that parish councils take footpaths on as a parish council responsibility. Again, it is asked to consider this on the PC budget. 12,000 bulbs have been made available and planted within the parish.

Norwich to Yarmouth bus route via Filby and Fleggburgh. Hopeful of confirmation soon. Second survey regarding the road crossing is still required and Cllr Thompson will be pushing County Councillor Andy Grant on this.

5.2 To receive questions from the public relating to items on the agenda or items to be considered for a future meeting.

Resident asked why Cllr R Doyle was elected as the chair on the 16th September. It was confirmed that Cllr R Doyle was not elected chair but was confirmed he was made point of contact as a result of the PC losing the Clerk, Chair and Vice chair in one meeting. A chair and vice chair were elected at a subsequent meeting on the 4th October 2021.

A question regarding The Kings Arms and a planning notice served on them was raised. Concern was that there had been no further update. Clerk would contact planning for information.

A resident asked the Parish Council why Agenda 15 was private. If the complaint is against an individual Councillors, then it is not Parish Council business; if it is against the Parish Council then it is not private. It was urged that Parish Councillors in item 14 to vote against the exclude the public. A brief explanation of GDPR was given. Concern was still noted by the resident

Sign plate on Tretts Lane has fallen down. Clerk will ask Highways for an update.

It was reported that there is a mattress in the ditch in Tretts Lane, the Silver Street sign down and Beech Lane footpath sign laying in the ditch.

A resident asked if the PC would look at replacing all poor footpath signs.

1. **MATTERS ARISING – TO RECEIVE UPDATES**

6.1 Confirm the appointment of the Locum Clerk –C Hummel will Locum with a review in January 2022. Proposed P Ely, Seconded R Doyle. **AGREED**.

6.2 Footpaths update – S Hacon Defer to the next meeting. The clerk will highlight to Highways, Footpath and issues raised from public session.

6.3 Meet and Greet Session – R Doyle advised that with recent events the PC will be looking to have a meet and greet session at the village Hall in December or early January. A joint session with the village hall to be postponed.

6.4 SAM2 Monthly figures have been received. K Osborne gave the PC an overview of the figures recorded. These figures will be fed back to County Council.

6.5 Local Council Awards Scheme – Due to insufficient details the clerk advised that this would be brought to the next PC meeting

6.6 Memorial Token – A community plaque for the resilience during Covid 19. **NOTED**

6.7 Councillor Training – Clerk gave an update - **NOTED**

1. **PLANNING
a) Applications received**(i) 06/21/0859/TRE: Proposed removal of group Sycamore Trees. 6 Trust Close Fleggburgh GREAT YARMOUTH Norfolk NR29 3FB. The PC **ACCEPT** the arborist report that the trees need to be removed however they are replaced with trees of a sustained height and are looked to be replaced near the vicinity of the trees removed or within the parish. It would also be requested that a clear time frame is given for the replacements. **AGREED**.
(ii) 06/21/0737/TRE: Proposal to prune 8 trees consisting of beech, cherry and silver birch; reduce height of 2 silver birch trees. Tao House 5 The Village Main Road A1064 Fleggburgh GREAT YARMOUTH NR29 3DL. **SUPPORTED** All agreed.

**Cllr F Dockerty left the room at 8.24pm**

(iii) 06/21/0787/: Proposal to remove existing conservatory and construct a new single storey rear extension. Painted render to existing bungalow. Willow Tree Farm Tretts Lane Fleggburgh Great Yarmouth NR29 3AT. **SUPPORTED** All agreed.

**Cllr F Dockerty returned to the room at 8.26pm**

(iv) 06/21/0797/TRE: Raise crown of Birches (G1) to 2m and reduce crown by 1m; Raise crown of Lime (T2) to 2m; Reduce height of Silver Birch (T2 and Maple (T4) by 1.5m. 7 Bygone Close Fleggburgh GREAT YARMOUTH Norfolk NR29 3FA. **SUPPORTED** All Agreed.

(v) 06/21/0695/CU: Proposed change of use from storage outbuilding to create a two-bedroom holiday let, and alterations comprising new external cladding and new windows and doors. Lilac Cottage (Outbuilding adj to) Main Road A1064 Billockby, Fleggburgh NR29 3BG – This application came in on the 27/10/21. Cllr K Osborne did not speak during this item. **AP** Clerk to ask for an extension. Councillors will look into the application and share their thoughts prior to a response being made.

(vi) Planning application 06/21/0731/HR was raised. The portal at GYBC now allows Cllr’s to view the documents. **AP** Cllr’s will share their thoughts via email with the decision being ratified at a future meeting and a response will be given to GYBC**.**

**(b) Planning decisions NONE**

1. **CORRESPONDENCE**

8.1 Email: Flegg Community Land Trust - AGM 19th October 2021 - **NOTED**

8.2 Letter: Rt Hon Brandon Lewis CBE MP - Queens Platinum Jubilee Beacons Project. – Project to work with the village hall committee and other interested parties within the parish. Cllr R Doyle asked about the options of the beacon. **AP** The clerk will add as a future agenda item. It was **AGREED** to form a working party Cllr C Merritt, Cllr E Sneddon, Cllr R Doyle and Cllr K Osborne will form this. The working party will reach out to the village hall to start formulating ideas.

8.3 Email: Resident – Concerns over conduct at the parish council meeting held on 16th September 2021. – The clerk has spoken to the resident and assured that the parish council take the concerns raised seriously. They were happy that the issue had been highlighted and that assurances had been given over behaviour of councillors.

8.4 Email: Resident – Concerns of parking on the road outside the Kings Arms and a hazard for pedestrians. – **AP** To approach NCC about double yellow lines on this corner and a Cllr will speak with the Kings Arms over some no parking signs on this section of highway.

8.5 Email: Highways – Highway’s inspection parish visit – Councillors and members of the public to advise to the clerk by email of highway maintenance issues within the parish prior to a visit w/c 15th November 2021. **AP** Cllr’s will add this to community pages on Facebook.

8.6 Email: Resident – Allotment enquiry – **AP** Clerk will redirect the resident to the correct parties.

1. **FINANCE**

9.1 It was **CONFIRMED** that bank statements have been circulated.

 **Treasurers Account: As at 1st October 2021 £7,428.35**

 Alford Storage & T Astco Recycling £56.73

 GYBC Precept £5,006.50

 **Bus Bank Instant: As at 1st October 2021 £10,133.24**

 Interest £0.08

 Lease Payment £208.00

9.2 To approve items for payment in October 2021: **AGREED**

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| C Hummel | Salary for October 2021 CHQ 000293 | £122.20 |
| C Hummel | Home Office for October 2021 CHQ 000293 | £5.00֒ |
| URM UK Ltd | Glass Recycling DD | £12.78 |

\* A payment to J Miller for outstanding salary of £264.04 was agreed and signed at the meeting

on 16th September 2021 under item 17.

 ֒ Clerk ½ month usage.

9.3 The list of signatories for the bank accounts are Cllr K Osborne and Cllr F Dockerty. It was **AGREED** that Cllr E Sneddon and Cllr P Ely would also be added as signatories. The clerk confirmed the address on the bank account would require changing.

1. **NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr F Dockerty gave the parish council an update on progress of the development plan.

Registration 16 has closed on the 15th October. The council have received the two CV’s and suggestions for independent examination. Louise Cornell from Collective Community Planning has compared both candidates with recommendation that Nigel McGurk was most suitable to carry out the independent examination. Proposed Cllr F Dockerty, Seconded Cllr R Doyle. **AGREED**. 2 abstained. AP Cllr F Dockerty will inform L Cornell of the decision to appoint Nigel McGurk.

1. **PEDESTRIAN CROSSING**

It was RESOLVED that Cllr R Doyle will assist the clerk with the project and communications. Proposed Cllr K Osborne Seconded Cllr E Sneddon. **AGREED**

1. **ANY OTHER BUSINESS TO BE RAISED AT A FUTURE MEETING**

12.1 Budget and Precept Setting.

12.2 Gateway Signs.

1. **NEXT MEETING OF THE PARISH COUNCIL**

13.1 The next meeting will take place on Thursday 9th December 2021 at 7.30pm

13.2 The dates of meetings for the 12 months were **CONFIRMED** as follows

Thursday 13th January 2022, Thursday 10th February 2022, Thursday 10th March 2022, Thursday 14th April 2022, Thursday 12th May 2022 APCM, Thursday 9th June 2022, Thursday 14th July 2022, Thursday 11th August 2022, Thursday 8th September 2022, Thursday 13th October 2022, Thursday 10th November 2022 & Thursday 8th December 2022. The Annual Parish Meeting TBC. – AP clerk to email the bookings clerk at the village hall.

1. **TO EXCLUDE THE PUBLIC**

Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 15 of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act, i.e., information relating to any individual. Proposed: Cllr P Ely Seconded Cllr F Dockerty. **AGREED**. 2 abstained.

1. **COMPLAINT MADE TO THE PARISH COUNCIL**

Following the meeting held on 16th September excluding the public at item 17, it was **CONFIRMED** to send a letter to the complainant to acknowledge that the parish council had not complied with their own Complaints Procedure Policy.

***Meeting Closed at 9.25pm***