**MINUTES OF A PARISH COUNCIL MEETING**

AT FLEGGBURGH VILLAGE HALL

THURSDAY 9th DECEMBER 2021 at 7.30PM

Present: Cllrs K Osborne (Chair), P Ely, R Doyle, C Merritt, E Sneddon. Locum Clerk C Hummel. 11 members of the public present.

Meeting Commenced at 7.30pm

1. **APOLOGIES**

S Hacon – Work Commitment AGREED

F Dokerty – Broken-down vehicle AGREED

R Sewell – Absent since 17th June, the Parish Council had learnt that Richard has been unwell and has been in hospital. County Officer at Norfolk ALC gave the advice that unfortunately due to no contact he will forfeit his right to stand as a parish councillor. A letter will be sent to advice R Sewell and to express thanks for the service given to the Parish Council.

County Councillor Andy Grant & Borough Councillor Adrian Thompson

1. **DECLARATION OF INTERESTS**

C Merritt – Item 8.4 Trustee on the village hall and playing field committee.

1. **MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the Parish Council Meeting held on Wednesday 27th October 2021 AGREED with an amendment to public participation read out by the clerk. Proposed P Ely, Seconded R Doyle. AGREED.

1. **PUBLIC PARTICIPATION**

The meeting will be adjourned for up to 10 minutes.

4.1 To receive reports from County and Borough councillors and police report.

4.2 To receive questions from the public relating to items on the agenda or items to be considered for a future meeting. A comment was given that the Parish Council received a grant for the road crossing survey not from the Parish Council funds

A further comment was raised regarding parking on the day of the memorial service on 14th November. K Osborne advised that it had not been brought to the attention that it was a Parish Council matter regarding the parking however had spoken to St Margarets Church and PC Gary May and the Parish Council will ensure that this will be addressed in future. It was asked if Tretts Lane sign has it been repaired as sign is now missing. Clerk would contact Highways to find out.

A resident asked if the Parish Council could obtain dates of when footpath maintenance had taken place. K Osborne advised that 3 quotes were required and Mr Crook’s quote had been agreed at full council. It was requested that the Footpath Warden needs to be able to give more updates.

A resident said the playing field contractor leaves a broader margin on each cut. It does not appear to have been cut fully. K Osborne would look into this and speak with the contractor.

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

5.1 Meet and Greet Session – R Doyle. Sat 4th December. Thanks for those that did attend. Attendance was low but those that did attend, they were able to hear what the parish council are up to. Will continue with the meet and greet sessions that will remain in the hall but will look to move around the village at later dates.

5.2 SAM2 & Speed Watch Monthly Figures – K Osborne gave update to council. Speed watch have two new locations. Town Road and Main Road opposite Broadlands Sports Club. Two sessions had taken place at both of these locations and further sessions are planned for December. SAM2 figures show that the two locations Main Road, Billockby showed 90,000+ vehicles with 19% travelling in excess of 45mph. The report for Town Road, Fleggburgh travelling from Filby recorded 17,000+ vehicles with 42% travelling in excess of 35mph.

5.3 Memorial Token – A community plaque for the resilience. This was offered for free to all Norfolk parishes. E Sneddon Proposed the Village Sign, Seconded C Merritt AGREED

5.4 Road Crossing Survey – R Doyle emailed NCC Andy Grant for a status update regarding the survey and update. A Grant had forwarded the Speed Management Study dated April 2021 the study took place in September 2020. The Parish Council will pursue a second survey with no cost to the parish. A Grant has asked for a meeting with the author of the report and the Parish Council to clarify the document. The parish council can then look at holding a public meeting of consultation.

5.5 Highways visit – A highways engineer has visited the parish and a number of remedials have been repaired. The clerk has sent a report from S Hacon to Justin Le May at Highways regarding the more serious matter of flooding in Town Street and Ruggs lane as well as the dropped kerb near the Kings Arms. The clerk will advise councillors when a response is made.

5.6 Queens Platinum Jubilee celebrations in Fleggburgh – Last month a working group met. Discussions have been made of whether to purchase a beacon or have a bonfire. Will continue to work with other communities in the village. To look at a tree/s for the village and look at grants or donations of trees. Work with the village hall.

1. **PLANNING
a) Applications received**(i) BA/2021/0436/HOUSEH: Single storey rear extension to form annexe with first floor balcony. Detached

triple garage with storage floor over. Broadlands, Main Road A1064, Acle Bridge, Fleggburgh. SUPPORT but agree with the comments raised by the environmental report. Proposed R Doyle, Seconded K Osborne **AGREED**
(ii) 06/21/0698/F: Retrospective application for conversion of storage building; Addition of a roofed canopy extension; Erection of boundary fence with entrance gate. Dixon Property Ltd. The Kings Arms Main Road Fleggburgh NR29 3AG. Concerns have been raised that this is now the seconded retrospective planning application that has been submitted by the applicants, it is asked that the applicant ensures that they get the correct advice before commencing any future projects as it could be seen as a backdoor way of obtaining planning. Although it would be suggested that serious consideration is made about any further development should be permitted on the site. Proposed P Ely, Seconded K Osborne **AGREED**

**(b) Planning decisions**

(i) 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 **PERMITTED**

(ii) 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 **REFUSED**

1. **CORRESPONDENCE**

7.1 Email: Concerns raised over parking at St Margarets Church on Remembrance Sunday. Parish Council will now organise cones outside the church. November will ensure the situation is better managed so that the incident does not happen again. Discussion has also been discussed with PC May and he will assist.

7.2 Email: Treasurer of Norfolk Day Committee – Totals raised and donations to charity. Monies left over were £148.78. A donation of £74.39 to EAST Hospice and The Big C have been made.

7.3 Email: Resident – Query over planning item from the last meeting. Clerk has responded.

7.4 Email: Resident – Concerns of parking on the road outside the Kings Arms and a hazard for pedestrians – This was brought up at the last meeting. To engage with Highways over this issue.

1. **FINANCE**

8.1 To confirm bank statements have been circulated.

8.2 To approve items for payment in DECEMBER 2021:

|  |  |  |
| --- | --- | --- |
| C Hummel | Locum fee for November & December 2021 | £549.00 |
| C Hummel | Home Office for November & December 2021 | £20.00 |
| Clippesby PCC | Churchyard Grounds Maintenance | £800.00 |
| Broads Society | Annual Subscription | £16.00 |
| Norfolk ALC | 3x Planning Training | £97.20 |
| S Crook | Footpath maintenance | £880.00 |
| Garden Guardian | Grounds Maintenance | £4623.17\* |

Proposed P Ely, Seconded C Merritt **AGREED**

**\* AP** K Osborne to speak with Garden Guardian regarding the grass cutting on playing field prior to payment of invoice.

8.3 The budget for 2022/23 had been distributed to councillors prior to the meeting. With three amendments the budget for 22/23 was **AGREED**

8.4 The Precept for 2022/23 was discussed following the issue of the budget papers and precept setting paper. It was confirmed that with previous years overspending in comparison to income that the budget had to increase to ensure that council funds are not used up. It was confirmed that although the councils bank accounts have healthy reserves that a substantial amount is ringfenced and cannot be used for day-to-day council tasks. Concurrent function grants have also been brought into question and although there could be some change in the future it was AGREED that the parish council would only increase the precept to cover 22/23 budget and a review will be looked at next year’s budget and precept setting. The parish council AGREED to increase the precept by £13.5%.

8.4 A request to the Parish Council had been made by the Village Hall Committee towards the children’s Christmas party on the 4th December. K Osborne had sent round an email to all on 5th November suggesting a figure of £100 be donated. 4 councillors responded in favour of the donation. It was noted that although the amount had been agreed in principle a cheque not been issued. Proposed by R Doyle to donate £100, Seconded P Ely **AGREED**. C Merritt Abstained.

8.5 A request to contribute towards the church clock repairs – Procedure states you can’t give money to the fabric of a church. This was confirmed by the County Officer at Norfolk ALC. A representative explained that the clock tower is not the fabric of the church. The clerk stated that if this was the case there is a power that the parish council can potentially donate towards the clock being repaired but would have to source further clarification based on what has been said by the representative. Proposed K Osborne, Seconded R Doyle **AGREED TO DEFER** to gain clarification on giving money on a supply of a clock.

8.6 To confirm the purchase of a two-drawer filing cabinet for council papers. £55 and 3.95 delivery. Proposed K Osborne, Seconded R Doyle **AGREED**

1. **NEIGHBOURHOOD DEVELOPMENT PLAN**

The appointment of Nigel McGurk to examine Fleggburgh Neighbourhood Plan has been **CONFIRMED**

1. **VILLAGE HALL**

To confirm who the parish council representative will be. Need a clear what a role of a representative is. If not a trustee or whether a representative is required. **AGREED** to defer until Cllr Hacon is in attendance

1. **COMPLAINT**

A complaint made to GYBC regarding procedures of the parish council in October has been received. The Chair and vice chair had initially been advised of the complaint as requested by GYBC and subsequently to the remaining councillors. A response will be made to C Whatling at GYBC regarding the concerns raised. **AP** Clerk to send a response.

1. **TRAINING**

To confirm training some councillors have received and future training opportunities. 3 councillors have received training on planning. Future requests for training R Doyle wished to take finance training. Induction to being a councillor S Hacon, E Sneddon and C Merritt. Proposed P Ely, Seconded K Osborne **AGREED.**

1. **POLICIES**

13.1 To review the Recording and Filming Policy. Proposed C Merritt, Seconded E Sneddon **AGREED**

13.2 To consider to adopt the Planning Policy. Proposed P Ely, Seconded K Osborne **AGREED**

1. **VILLAGE GATEWAYS**

14.1 The locations and size of gateways sent by the Locality Designer at Norfolk County Council following their visit to Fleggburgh, Clippesby and Billockby were **AGREED** Proposed C Merritt, Seconded R Doyle.

14.2 The clerk CONFIRMED that the Gateways will be added to the asset register and the additional cost to the premium will be added to next years premium of approximately £50.

1. **BYGONE WOODS**

A request for maintenance of Bygone Woods. A visit with the licensee had been made over the area in question of help and contribution to maintenance. It was raised at the meeting that there could be an option to divide the area into two with the licensee continuing to rent a portion and the other area for the use of the community. A meeting on 17th December will take place to look at options and at what cost the parish council might be involved. Tenant wants only 6 acres leaving the wooded area of 8 acres. Contract to carry out maintenance is on the license. It was AGREED to hold off on any further decisions until the next PC meeting.

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

Bus service

Public footpath by the bowling green could be considered dangerous.

Church Ruins at St Marys, heritage.

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

The next Parish Council meeting will take place on Thursday 13th January 2022 at 7.30pm

Meeting Closed at 9.27pm