

**FLEGGBURGH PARISH COUNCIL**  
Serving Fleggburgh, Billockby & Clippesby

Email:  
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<http://fleggburghpc.norfolkparishes.gov.uk>

Telephone:  
0750 273 5991

**COUNCILLORS ARE SUMMONED AND THE PRESS AND PUBLIC ARE INVITED  
TO ATTEND THE FLEGGBURGH PARISH COUNCIL MEETING**

AT FLEGGBURGH VILLAGE HALL  
On Wednesday 22<sup>nd</sup> March 2023 at 7.30pm

17<sup>th</sup> March 2023

*Lolly Dawson*

Lolly Dawson  
Locum Clerk

**AGENDA**

**1. APOLOGIES**

- 1.1. To consider and agree apologies for absence.

**2. DECLARATION OF INTERESTS**

- 2.1. Members are invited to declare a previously undisclosed interest relating to items on the agenda.

**3. CO-OPTION**

- 3.1. To consider any applications and co-opt for the 5 councillor vacancies.

**4. TO RECEIVE UPDATES ON ANY MATTERS NOT ELSEWHERE ON THE AGENDA**

- 4.1. The pedestrian crossing project is in progress.

**5. MINUTES OF THE PREVIOUS MEETING**

- 5.1. To confirm and agree the minutes of the Full Council Meeting held on 22<sup>nd</sup> February 2023.

**6. PUBLIC PARTICIPATION**

- 6.1. To receive reports from County and Borough Councillors and Police Report.  
6.2. To receive questions from the public relating to items on the agenda.

**7. PLANNING**

- 7.1. **To consider a consultee response to any planning applications received from Great Yarmouth Borough Council and Broads Authority before the meeting date:**  
7.1.1. 06/23/0175/HH, Proposed rear extension and loft conversion. Willowtree Bungalow, Tretts Lane, NR29 3AT. Deadline 4<sup>th</sup> April.  
7.2. **To receive notification of planning decisions taken by Great Yarmouth Borough Council and Broads Authority, and any received before the meeting.**  
7.2.1. TBC

**8. FINANCE**

- 8.1. To receive an up-to-date bank reconciliation.  
8.2. To consider opening a T1 Unity Current Bank Account, at a cost of £6 per month, agree any further actions.

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8.3. To discuss, ratify, confirm and agree payments made, due and outstanding.

Company	Description	Net	Vat	Gross
Salaries	Month 12	£320.00	£0.00	£320.00
HMRC	Month 12	£80.00	£0.00	£80.00
S Hunt	Administration Services	£90.00	£0.00	£90.00
Vodafone	Top-Up credit – Refund L Dawson	£5.00	£0.95	£5.95
Viking	Folders, Stamps, stationary	£68.08	£6.82	£74.90

*\*Further payments may be approved that are received after publication of the agenda.*

## 9. HIGHWAYS

- 9.1. To receive the SAM2 report.
- 9.2. To consider the purchase of a device to download the SAM2 data.
- 9.3. To consider the updated grass-cutting quotes for 23/24.

## 10. ADMINISTRATION

- 10.1. To consider binding and depositing historical minutes at archive centre. £30 per book with Pear Tree Binding.
- 10.2. To consider taking laptop to IT specialist for maintenance and to facilitate Onedrive back-up, security, updated Microsoft etc. Total cost £285.00 + VAT.
- 10.3. To agree future meeting dates.
- 10.4. To consider the Coronation / The BIG Lunch, 6<sup>th</sup> May 2023.
- 10.5. To consider and approve the Business Continuity Plan.
- 10.6. To review and approve the Disciplinary Policy.
- 10.7. To review and approve the Grievance Policy.
- 10.8. To review and approve the Equality and Diversity Policy.
- 10.9. To consider and adopt the Document Retention Policy.
- 10.10. To consider and adopt the General Reserves Policy.
- 10.11. To consider and adopt the Internal Control Policy.
- 10.12. To consider and approve the Financial Risk Assessment.
- 10.13. To review and approve the Financial Regulations.

## 11. ITEMS FOR NEXT AGENDA

## 12. NEXT MEETING OF THE PARISH COUNCIL

Full Council - Wednesday 19<sup>th</sup> April 2023.

In accordance with the Public Bodies (admission to meetings) Act 1960 the chair of the meeting may decide to exclude the press and public during consideration of the following item due to the confidential nature.

## 13. To approve the recruitment documents, terms of contract and timescale.