

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

Email:  
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Website:  
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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 26<sup>th</sup> September 2023 at 7.30pm

21<sup>st</sup> September 2023

*Lolly Dawson*

Lolly Dawson  
Parish Clerk & RFO

**AGENDA**

**1. APOLOGIES**

- 1.1. To receive and consider apologies for absence.

**2. DECLARATION OF INTERESTS**

- 2.1. Members are invited to declare a previously undisclosed interest relating to items on the agenda.
- 2.2. To consider any dispensations.

**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 unity bank account has been opened.

**5. MINUTES OF THE PREVIOUS MEETING**

- 5.1. To confirm and agree the minutes of the Full Council Meeting held on 12<sup>th</sup> July 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. Application 06/23/0503/TRE, proposed tree works at 5 Bygone Close, Fleggburgh. The Parish Council responded with No Objection. Planning Procedure followed due to deadline for response being 25<sup>th</sup> August 2023.

- 7.1.2. Application 06/23/0497/TRE, proposed works to protected trees. (TPO No. 10 1991) - T1 Acer: Pollard Crown reduction by 6m to remove dead stem; T2 Copper Beech: Crown lift to 5m from ground level to balance the shape of the crown. 4 Bygone Close, Fleggburgh. Deadline 28<sup>th</sup> September 2023.

- 7.1.3. Application 06/23/0601/TRE, T1 - Beech - ht 10m w 6.6m (TPO No 4 2019) - To reduce the limbs extending over 4 Rye Gardens back by 3m to reduce the

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overhang Location: Beech House Main Road Fleggburgh Great Yarmouth NR29 3BA. Deadline 26<sup>th</sup> September 2023.

7.1.4. Application 06/23/0531/HH. Proposed installation of 20 x ground mounted solar panels in groups of 4 - mounted on 5 x solar tracker pedestals of 5m height in garden. Location: Oak Tree Barn Main Road Clippesby Fleggburgh NR29 3BQ. Deadline 25<sup>th</sup> September 2023. Extension requested.

7.1.5. Application BA/2023/0348/FUL. Replacement or touring caravan pitches for 10no. concrete pads and static caravans. Broad Farm Camping and Caravan Park, Main Road. Deadline 4<sup>th</sup> October 2023.

**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. To receive the Tree Preservation order for trees on land at High House Farm, Main Road, Billockby, Great Yarmouth.

7.2.2. To receive notification of the Tree Preservation Order No.20. Trees on land at The Rectory and the Hyde, Main Road, Fleggburgh, Great Yarmouth, NR29 3AG.

**8. FINANCE**

8.1. To receive an up-to-date bank reconciliation.

8.2. To consider and appoint an internal auditor for 23/24 financial year. Quote received from Sonya Blythe for £120.00.

8.3. To consider a grant application for footpath improvements at the Village Hall Playing Field.

8.4. VAT claimed with regard to the Barriers Direct purchase in October 2020, total value £706.18, to consider the advice from HMRC and any further actions.

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

Company	Description	Net	Vat	Gross
Salaries	Month 5&6	£593.24	£0.00	£593.24
HMRC	Month 5&6	£148.20	£0.00	£148.20

*\*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 two suggestions for the parish partnership invitation to bid for 2024/25. Closing 8<sup>th</sup> December 2023.

9.3. To receive the highways reports update.

9.4. To receive the formal proposal for the zebra crossing installation and carriageway surfacing and agree a response.

**10. POLICIES**

10.1. To review and approve a General Reserve policy

10.2. To review and approve the Grievance Policy

10.3. To review and approve the Disciplinary Policy

10.4. To review and approve the Equality and diversity Policy

10.5. To consider and approve the Expenses Policy & Expenses form claim

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- 10.6. To consider and approve the Vexatious Complaints Policy
- 10.7. To review and approve the GDPR policy
- 10.8. To review and approve the Model Publication Scheme
- 10.9. To review and approve the Financial Regulations
- 10.10. To review and approve the Standing Orders
- 10.11. To review and approve the Local Government Association code of conduct
- 10.12. To review and approve the Internal Controls Document
- 10.13. To review and approve the Document Retention Policy
- 10.14. To review and approve the Health & Safety
- 10.15. To review and approve the Social Media Policy
- 10.16. To review and approve the Complaints Policy
- 10.17. To review and approve the Recording and Filming Policy
- 10.18. To review and approve the Grant Awarding Policy
- 10.19. To agree to rescind the Minutes Procedure

## **11. ADMINISTRATION**

- 11.1. To consider membership to Community Action Norfolk at £20.00.
- 11.2. To note confirmation that the Parish Council is custodian trustee of the Village Hall and Playing Field Charity.
- 11.3. To consider the management of the recycling bins in the village hall car park.
- 11.4. To appoint a councillor K Osborne to monitor social media and the website alongside the Clerk.
- 11.5. To review the asset register.
  - 11.5.1 To review the inclusion of CCTV as gifted to the Village Hall charity in August 2021.
  - 11.5.2 To review the inclusion of the Village Hall car park height barrier, as gifted to the village hall charity in October 2020.
  - 11.5.3 To review the inclusion of the playground fencing purchased in June 2019.
  - 11.5.4 To review the inclusion of the multi-sports court.

## **12. ITEMS FOR NEXT AGENDA**

## **13. NEXT MEETING OF THE PARISH COUNCIL**

Wednesday 8<sup>th</sup> November 2023, 7:30pm, Village Hall

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.

- 14. To consider and investigate the formal complaint received 18<sup>th</sup> July 2023 and agree any action.
- 15. To approve the annual cost and license agreement for the equestrian land for lease.
  - 15.1. To consider repairs to the main gate.