

FLEGGBURGH PARISH COUNCIL
Serving Fleggburgh, Billockby & Clippesby

Email:
fleggburghpc@gmail.com

Website:
<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 6th September 2023 at 7.30pm

1st 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 12th 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.
- 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.

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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 8th 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
- 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

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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 8th 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 18th 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.