

## **MINUTES OF THE FLEGGBURGH PARISH COUNCIL MEETING**

HELD AT FLEGGBURGH VILLAGE HALL

On Tuesday 26<sup>th</sup> September 2023 at 7.30pm

In attendance: Cllrs R Doyle (Chair), C Merritt & K Osborne  
Members of the public: 5  
Clerk: Miss L Dawson

### **1. APOLOGIES**

- 1.1. Apologies were received and accepted for Cllr F Dockerty due to an alternative commitment.

### **2. DECLARATION OF INTERESTS**

- 2.1. Cllr K Osborne. Cllr C Merritt.
- 2.2. Cllr K Osborne. Cllr M Merritt.

### **3. CO-OPTION**

- 3.1. No applications received. 5 vacancies available.

### **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. The minutes from Full Council Meeting held on 12<sup>th</sup> July 2023 were agreed as a true and correct record of the meeting and signed by the Chair. PROPOSED Cllr C Merritt, seconded Cllr K Osborne.

### **6. PUBLIC PARTICIPATION**

6.1. To receive reports from County and Borough Councillors and Police Report. Borough Cllr Adrian Thompson reported on the Number 7 Bus Service a meeting with NCC, First Bus, Our Bus and ENTUA. (East Norfolk Transport Users Association) was held. First Bus are happy with the take up of the service, 181 people a day are using the bus. This has added weight to a request for an extra bus in the afternoon and a Saturday Service. Norfolk County council will let us know at the end of September on this.

There is a big clean up of pavements and Kerbs. Roadside kerbs have been cleaned outside the School, Broadfarm, Orchard Way, Royden Way and St margarets Way.

Filby Playing field committee have agreed to purchase a road sweeper once their constitution has been amended.

A further 3000 Spring Bulbs to be planted at Orchard Way, Royden Way and the old Post Office corner.

Playground equipment. We have been advised by the National Lottery to wait till October for applying for a grant for new Playground equipment as the criteria could be changing from £10 000 to £20 000.

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

Email:  
[fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com)

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

Telephone:  
0750 273 5991

Double Yellow Lines have been requested to be installed from the New Pedestrian crossing both sides of the main Road to Town Road and extending down Town Road to Coronation Cottages. We are working with NCC to get a new pavement along with the double yellow lines. The money for the pavement is already in place once a boundary dispute is sorted.

- 6.2. To receive questions from the public relating to items on the agenda.  
Items regarding the Village Hall VAT, Village Hall footpath project, and Village Hall CCTV were discussed.

*The meeting was adjourned at 19:53*

*The meeting was re-opened at 19:56*

## **7. PLANNING**

### **7.1. 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. It was AGREED to respond with No objection, PROPOSED Cllr R Doyle, seconded Cllr K Osborne.
- 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 overhang Location: Beech House Main Road Fleggburgh Great Yarmouth NR29 3BA. It was AGREED to respond with no objection, PROPOSED Cllr K Osborne, seconded Cllr R Doyle.
- 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. It was AGREED to respond with No Objection, PROPOSED Cllr K Osborne, seconded Cllr C Merritt.
- 7.1.5. Application BA/2023/0348/FUL. Replacement of touring caravan pitches for 10no. concrete pads and static caravans. Broad Farm Camping and Caravan Park, Main Road. No objection, PROPOSED Cllr R Doyle, seconded Cllr C Merritt.
- 7.1.6. Application 06/23/0603/HH, Proposed erection of glass balustrade to create balcony on rear extension flat roof. Mayfield, Town Road. It was AGREED to respond with no objection, PROPOSED Cllr K Osborne, seconded Cllr R Doyle.

### **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. The Tree Preservation order for trees on land at High House Farm, Main Road, Billockby, Great Yarmouth was received.

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

Email:  
[fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com)

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

Telephone:  
0750 273 5991

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

## 8. FINANCE

- 8.1. An up-to-date bank reconciliation was received.
- 8.2. It was RESOLVED to appoint Sonya Blythe as internal auditor for 23/24 financial year at a cost of £120.00, PROPOSED Cllr K Osborne, seconded Cllr R Doyle.
- 8.3. It was RESOLVED to donate £750.00 to the Village Hall and playing field charity, towards the cost of the footpath repairs, PROPOSED Cllr K Osborne, seconded Cllr R Doyle.
- 8.4. It was RESOLVED to return the VAT reclaimed on the Barriers Direct purchase in October 2020, a value of £706.18, as per HMRC advice, PROPOSED K Osborne, seconded Cllr R Doyle.
- 8.5. The payments were APPROVED, PROPOSED Cllr R Doyle, seconded Cllr C Merritt.

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

## 9. HIGHWAYS

- 9.1. The SAM2 report was received.
- 9.2. To consider the two suggestions for the parish partnership invitation to bid for 2024/25. Closing 8<sup>th</sup> December 2023. It was agreed to investigate both the proposals for the parish partnership, the first to enhance the hardcore on FP6, and the second for gateway signs at Rollesby Road. It was noted that additional signage to enhance the pedestrian crossing project could be considered in future.
- 9.3. The highways reports update was received.
- 9.4. The formal proposal for the zebra crossing installation and carriageway surfacing was received. It was AGREED to respond in favour of the scheme and comment for clarification on the new Vaz signs for the school, one at the school and one near the lamppost by the church, part of the original scheme, not showing in this proposal. New school markings, surface markings, have worn away, to be re-painted, included in original but not on crossing scheme should be attached to the re-surfacing scheme – get in writing. School sub-plates, not mentioned? It was noted that the movement of the 30mph sign towards Filby not part of the scheme and no funding available. The response to also request a full work scope.  
It was NOTED that the parish council will not be formally notified of the start date until nearer the time, and will share it with the public via the website and Facebook page.

## 10. POLICIES

**Item 10 was taken as one vote. All policies were APPROVED, PROPOSED Cllr K Osborne, seconded Cllr R Doyle.**

- 10.1. To review and approve a General Reserve policy
- 10.2. To review and approve the Grievance Policy

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

Email:  
[fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com)

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

Telephone:  
0750 273 5991

- 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

## **11. ADMINISTRATION**

- 11.1. It was APPROVED to have membership to Community Action Norfolk at a cost of £20.00, PROPOSED Cllr K Osborne, seconded Cllr C Merritt.
- 11.2. It was NOTED that the Parish Council is custodian trustee of the Village Hall and Playing Field Charity.
- 11.3. It was AGREED for the management of the recycling bins in the village hall car park to be transferred to the Village Hall Charity.
- 11.4. It was AGREED to appoint a councillor K Osborne to monitor social media and the website alongside the Clerk.
- 11.5. The asset register was reviewed. It was RESOLVED to remove all of the items and confirm gifting of the items to the Village Hall Charity. PROPOSED Cllr R Doyle, seconded Cllr K Osborne.
  - 11.5.1 It was RESOLVED that the CCTV should be formally gifted to the Village Hall Charity, purchased in August 2021.
  - 11.5.2 It was RESOLVED that the Village Hall car park height barrier be formally gifted to the Village Hall Charity, purchased in October 2020.
  - 11.5.3 It was RESOLVED to remove the playground fencing purchased in June 2019 from the asset register and be formally gifted to the Village Hall Charity.
  - 11.5.4 It was RESOLVED to remove the multi-sports court from the asset register and be formally gifted to the Village Hall Charity.

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

Parish Partnership  
Budget Review

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

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

Email:  
[fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com)

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

Telephone:  
0750 273 5991

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 excluded the press and public during consideration of the following item due to the confidential nature. PROPOSED Cllr R Doyle, seconded C Merritt.

14. The formal complaint received 18<sup>th</sup> July 2023 was investigated and it was agreed all items had been resolved and no further action would be taken at this time. Clerk to contact the complainant.
15. It was NOTED that the current licensee has formally requested a continuation of the license agreement and it was AGREED to renew the license agreement for the equestrian land, at £2500.00 per annum, for a 1 year period.
  - 15.1. It was AGREED to collate quotes for the replacement of the main gate.