

**Minutes of the Meeting of Fleggburgh Parish Council held on  
Wednesday 13<sup>th</sup> March 2024 at 7.40pm at Fleggburgh Village Hall**

**Present:** Ricky Doyle (Chairman)  
Fran Dockerty  
Christine Merritt  
Keith Osborne  
C Moore, Parish Clerk

**Also present:** Borough Councillor Adrian Thompson and 4 members of the public.

The Chairman apologised for the late start of the meeting due to the roadworks closing the road outside the village hall.

**1. Appointment of Parish Clerk**

The appointment of C Moore as Parish Clerk was ratified, proposed by Christine Merritt, seconded by Ricky Doyle, all in favour.

**2. Apologies for Absence**

There were no apologies for absence. County Councillor Andy Grant and PC Gary May had intended to attend the meeting but could not get parked.

**3. Declaration of Interest for items on the agenda**

None.

**4. Co-option of Parish Councillors**

There had been no applications for co-option to the Parish Council. It was **agreed** to advertise on the website and Facebook pages, to try to recruit. **ACTION: Clerk / KO**

**5. Public Forum**

a) Public

A member of the public noted that the minutes of the last meeting contained Speedwatch reports, and that the memorandum of understanding had expired and a new one was needed. The Clerk sent through the document but it was thought that this had been superceded, and that there were errors relating to Filby. He suggested that a new set of locations and Memorandum of Understanding be drafted for approval. **ACTION: Clerk**

It was noted that the SAM2 reports were issued to the Council, these were previously posted on the Parish Council website, and had not been recently. The Clerk noted that she wasn't aware these needed to be posted, and would catch up with them. **ACTION: Clerk**

A member of the public noted that the Tretts Lane sign had not been replaced, and that a centre line was still being waited for on Town Road (old Post Office bend); and on Rollesby Road at Tower Road junction. The Clerk was asked to check where we were with these. **ACTION: Clerk**

The hedge outside the old Methodist Chapel was noted as over into the road, it was confirmed that a letter had been sent to the owner of the property and copied to Highways who had the power of enforcement.

A member of the public asked what the Clerk's hourly rate was, it was confirmed that the employment details were confidential, but that the staffing costs were published annually on the Annual Return.

b) County Councillor  
Unable to attend the meeting.

c) Borough Councillor  
Adrian Thompson reported that Tretts Lane sign had been requested at the same time as Silver Street, the Clerk would follow this up with the Borough Councillor.

**ACTION: Clerk**

Hedges were being cut, including on the corner opposite Tower Road.

Flooding had been a problem in Ruggs Lane, thanks were given to the individuals who had helped with this.

The Borough Council Local Plan was out to public consultation, and it looked like none of the Fleggburgh original suggested sites were included in the proposals. The development on Tower Road had been reduced to 20, with 25% affordable housing. The Council had been successful in their application to the Parish Partnership scheme.

Road planings had been secured for the car park at the village hall, thanks to the road resurfacing works.

It was felt it was a shame that the pedestrian crossing path was not continuing to the bus stop, this was not in the original plan, but could be applied for in the Parish Partnership next year. It was confirmed that this would be investigated.

The Saturday service would begin at the beginning of April, which would service Norwich home games.

d) Police Report  
Unable to attend the meeting.

## 6. **Minutes of the meeting held on Wednesday 9<sup>th</sup> January 2024**

The minutes of the meeting were **agreed** and signed by the Chairman, proposed by Keith Osborne, seconded by Fran Dockerty, all in favour.

**ACTION: Clerk**

## 7. **Matters Arising**

a) Concurrent Funding Grant for Burial Grounds

Ricky Doyle reported that he had opened a very early conversation with the Burgh St Margaret PCC regarding future funding of grounds maintenance at the burial ground. A meeting would need to be set up to discuss finances, and it was expected that the PCC would respond in April, with a view to putting a solution in place by September 2024.

It was confirmed that a discussion also needed to be opened with the Village Hall, the Clerk was asked to make initial contact.

**ACTION: Clerk**

## 8. **Correspondence**

a) Pond at Pipistrelle Close

An email was received regarding water in the pond at Pipistrelle Close, it was confirmed that this should not be full to that extent. Ricky Doyle had spoken with the resident representatives of the management company about this.

The Chairman allowed the representative of the management company to speak.

The Chairman was asked to send an email to the representative outlining the concerns, so that it could be considered and responded to.

**ACTION: RD**

It was noted that the drainage dyke could do with being cleared, and that the retention ponds needed attention including the safety concerns.

b) Overhanging Hedges

The Clerk reported that she had written to the owners of the overhanging hedges on the corner opposite Tower Road, and this had been completed today; and outside the old Methodist Chapel, copying in Norfolk County Council as per the recognised process.

c) Email from Stokesby Parish Council re: New Road / A1064 Junction

An email was received from Stokesby Parish Council expressing concerns about large vehicles using the New Road junction. The Council noted the concerns.

d) Dog Fouling

The Council had been approached with concerns about the level of dog fouling within the parish. This would be discussed on the next agenda, including what practical steps such as signage could be installed. **ACTION: Clerk**

It was suggested that children from the school could be included to design some material, and that directional signage could be put up to the nearest dog bin.

e) Local Plan and Community Infrastructure Levy consultations; and A47 closures

Consultations had been received for the above two matters, and these would be advertised on the website. The A47 closures would also be included on there. It was **agreed** that the Parish Council's response would be formulated after the parish seminar on 10<sup>th</sup> April, and that the matter would be on the Annual Parish Meeting agenda, with a Parish Council meeting held to discuss the Council's response which would be held on the rise of the Annual Parish Meeting. The notice boards would also advertise the consultations. **ACTION: Clerk**

## 9. **Planning**

a) New Applications

None.

b) Applications Considered Between Meetings

None.

c) Decisions

BA/2023/0348/FUL Broad Farm Camping and Caravan Park, Main Road:

Replacement of touring caravan pitches for 10no. concrete pads and static caravans.

**APPROVED**

BA/2023/0441/FUL The Bungalow, Broad Road: Reduction to existing approved two storey dwelling to a single storey dwelling utilising the same footprint as previously approved, including demolition of existing bungalow / surrounding ancillary buildings and the realignment of existing footpath.

**APPROVED**

BA/2023/0460/FUL Electrical Testing, Main Road A1064 Acle Bridge: Replacement of existing temporary facilities, with a permanent and functional facility for storage and on-site training. Installation of PV Array on proposed roof.

**APPROVED**

## 10. **Accounts for Approval and Payment**

a) Financial Update 2023/24

The financial update was presented, noting that the Council had £44,133.24 in the bank at 29<sup>th</sup> February 2024. Of this, £41,000 was in earmarked reserves. Receipts since the last meeting were:

- £3.50 – Recycling
- £158.81 – Bank Interest
- £416.00 – Land Rental

The above documents were noted and approved, proposed by Fran Dockerty, seconded by Keith Osborne, all in favour.

b) Unity Trust Deposit Account

It was noted that the Council had only opened a current account, so the money was not earning interest. It was **agreed** to open a deposit account with Unity Trust Bank, proposed by Keith Osborne, seconded by Fran Dockerty, all in favour. The Lloyds 32 day account needed to be closed, and the Clerk was asked to give notice and have this moved into the Unity Trust account. **ACTION: Clerk**

c) Payment of Salary

It was **agreed** to set up a Standing Order for the Clerk' wages, and a Direct Debit for PAYE, proposed by Keith Osborne, seconded by Ricky Doyle, all in favour. **ACTION: Clerk**

d) Unity Trust Signatories

It was **agreed** to add Keith Osborne as a signatory on the accounts, proposed by Christine Merritt, seconded by Fran Dockerty, all in favour. **ACTION: Clerk**

e) Payments

It was **agreed** to pay the following, proposed by Keith Osborne, seconded by Ricky Doyle, all in favour:-

C Moore	Salary January 2024	£485.27
HMRC	PAYE January 2024	£121.40
C Moore	Salary February 2024	£491.15
HMRC	PAYE February 2024	£121.60
Payne's Horticultural	Gates at Leased Land	£1,922.35
URM	Recycling to 31 <sup>st</sup> December 2023	£47.52
C Moore	Expenses & WFH Feb 2024	£5.00

Keith Osborne was thanked for project managing the replacement gates.

## 11. Highways

a) Potholes

It was noted that the potholes in Tower Road had been completed. Residents were asked to report potholes to the Parish Council so that these could be reported to Norfolk County Council.

b) Update on Pedestrian Crossing Improvements

The crossing was progressing nicely, Ricky was keeping in contact with the site managers, and it was understood that the project was on track. The works should be mostly complete by Wednesday of next week, with anticipated completion by Friday 22<sup>nd</sup> March 2024 (although the timescale was in the hands of Highways). Ricky thanked everyone for their patience and understanding during the works.

c) Improvements to Footpath 6

Keith Osborne had suggested some improvements as part of the Parish Partnership scheme, Keith would be happy to resend the draft letter to the Highways Engineer with a view to considering it for the Parish Partnership 2025/26. **ACTION: KO / Clerk**

It was noted that a conversation still needed to be had with the County Councillor about what his Members Highway budget had been spent on. Keith noted that a trod footway needed to be surveyed by the Highways Engineer in the first instance.

d) SAM2 Report

The SAM2 report had been circulated to councillors and would be updated on the website. The member of the public was thanked for producing this.

**12. Other Matters**

a) Fallen Tree at Leased Land

An offer had been made by Paynes Horticultural to clear up the fallen tree free of charge, it was noted that they held all the necessary licences and insurances. It was confirmed that an email exchange should be with the Licensee and Paynes to confirm what would happen. It was **agreed** to accept this offer, proposed by Keith Osborne, seconded by Fran Dockerty, all in favour. **ACTION: KO / Clerk**

b) Tree Preservation Order land south of Mill Lane

A notice of an intended TPO had been received from Norfolk County Council for comment. It was **agreed** to support the TPO application, proposed by Ricky Doyle, seconded by Fran Dockerty, all in favour. **ACTION: Clerk**  
The Chairman allowed the Borough Councillor to speak, who suggested that trees could be considered across the Parish, identifying any trees that should be subject to a TPO.

c) Tree Preservation Order No. 10 1991

Ahead of a survey of the trees in the Council's land, it was suggested that a site visit with the Tree Officer could be set up to clarify which trees were included within the TPO and whether the TPO should be revised after 30 years in place. There were a number of trees that had fallen in recent winds, the boundaries needed attention as well as Main Road and the perimeter. The TPOs would be reviewed first, and then the arboricultural assessment would be done in July. It was **agreed** to do this, proposed by Keith Osborne, seconded by Christine Merritt, all in favour.

**ACTION: Clerk**

**13. Items for Next Agenda**

Dog fouling and signage.

Footpath 6 – comments from Highways Engineer

TPO 10 – 1991

Removal of concurrent functions – impact on Burial Ground and Village Hall

**14. Date of Next Meeting**

Annual Parish Meeting - Wednesday 17<sup>th</sup> April 2024 7.30pm, Fleggburgh Village Hall

Single item Parish Council Meeting (GYBC consultations) – Wednesday 17<sup>th</sup> April

2024 on the rise of the Annual Parish Meeting, Fleggburgh Village Hall

Parish Council Meeting – Tuesday 7<sup>th</sup> May 2024 7.30pm, Fleggburgh Village Hall

The meeting closed at 8.45pm.

**CHAIRMAN**