

**THESE MINUTES WERE UNANIMOUSLY APPROVED AT THE
FPC MEETING ON 5 AUGUST 2026.
COUNCILLOR CHRISTINE MERRITT WAS AUTHORISED TO SIGN THESE
MINUTES TO EVIDENCE COUNCILLORS' APPROVAL.**

FLEGGBURGH PARISH COUNCIL

Serving Burgh St Margaret, Billockby and Clippesby

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Chairman: Cllr Terry Gammans, Vice Chairman: Cllr David Flowerdew, Parish Clerk: Mr Paul Johnson

All Councillors had been summoned to attend a meeting of Fleggburgh Parish Council on **Wednesday 8 July 2026, 7pm at Fleggburgh Village Hall** for the purpose of transacting the business as detailed in the agenda for that meeting. Members of the press and public had been invited to attend.

LEGEND FOR SUPPORTING INFORMATION ON FPC WEBSITE

A supporting information - see link on FPC website 'Agendas and Minutes'

B supporting information - see link on FPC website 'Our Accounts for 2026/27'

4 Members of the Public attended. Councillors Merritt, Osborne, Gammans and Manning attended.

1. To consider apologies for absence.

Apologies had been received from Cllr David Flowerdew who had prior commitments.

Apologies had been received from Cllr Adrian Thompson who explained that he was involved in 'Anglia in Bloom' judging preparation.

2. Declaration of interest for items on the agenda and applications for dispensation.

The Councillors noted the pre-meeting advice in the paper 'Declaration of Interest for items on the agenda and applications for dispensation' repeated below: **A**

"You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects:

- *your well-being or financial position*
- *that of your family or close friends*
- *that of a club or society in which you have a management role*
- *that of another public body of which you are a member to a greater extent than others in your ward.*

You must declare a Personal Interest but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes."

As a result it was noted that:

- a) FPC is the custodian trustee of Fleggburgh Village Hall and Playing Fields (FVH&PF)
- b) Cllr Adrian Thompson is a GYBC councillor (dual-hatted)
- c) Cllr Christine Merritt is a committee member of FVH&PF as FPC's representative
- d) Cllr Terry Gammans is a trustee of Billockby & Burgh Lands Trust
- e) Cllr Adrian Thompson is the owner of Filby Post Office which is hosted regularly at FVH. Financial interest.

It is formally noted that in accordance with FPC Code of Conduct all Councillors have asked for and been granted dispensation to participate in discussions on items on the agenda impacting where relevant these relationships, and to vote on those items with the exception of Cllr Adrian Thompson's pecuniary interest. The Chair confirmed that these dispensations have been approved. However Cllr Adrian Thompson's pecuniary interest would have meant that he would be required to leave the room when matters concerning FVH are discussed. However he was not in attendance due to prior commitments.

3. Approval of the minutes of the meeting held on 13 May 2026 and authorisation of the Chair to sign to evidence approval.

These had been published on the FPC website shortly after the meeting on 13 May 2026. Cllr Osborne asked for the notes referred to in 14(c) of the agenda. The confidential items are fully disclosed in the supporting papers to the 8 July 2026 meeting. Disclosure on 13 May 2026 would have been prejudicial to the competitive procurement process being undertaken at that time.

The Councillors unanimously approved the draft minutes and authorised the Chair to sign to evidence approval.

4. Public Participation

- a) Public Participation Time shall not exceed 15 minutes and no one person shall speak for more than 3 minutes in both cases unless directed otherwise by the Chair. Please note this is a meeting in public and is open to public and press. It is not a public meeting.

One Member of the Public asked about the Cemetery replacement gate, stone post and hedge infill. The Clerk confirmed that GYBC had agreed to these replacements and would meet the associated costs. GYBC had confirmed this in writing.

Members of the Public asked questions about the FVH car park funding and timetables. The Chair confirmed these would be covered later in this meeting. The Chair said he would suspend Standing Orders to give Members of the Public full opportunity to ask any questions not answered in the presentations by the Councillors.

A Member of the Public noted the Cemetery work would continue on the first Saturday in August.

Nigel Hearth mentioned that Norfolk Police agreed that Filby and Fleggburgh would share resources. Nigel will look at positioning SAM2 in Billockby, near Broadland Sports Club and in Fleggburgh.

A Member of the Public noted that many road signs including speed restrictions were obscured by overgrown vegetation. This will be reported to NCC Highways.

Cllr Osborne queried whether the narrow pathway outside Fleggburgh House was clear of vegetation. This was last raised by FPC in summer 2025.

A Member of the Public agreed to contact the Clerk with any examples of visual accessibility difficulties with the FPC website, should they arise.

- b) Police – no response.

GYBC Councillor - the following notes from Cllr Thompson were shared:

"Work has started on the new Borough Plan with some survey work with some interesting findings. The highest property price is in the Fleggburgh Ward and the highest growth area is Filby at 16% growth.

I have asked the emphasis on developing Brown field sites and smaller properties as indicated from Parish and Borough surveys.

The council will cut the hedge behind St Margaret's Way but at the moment they deem it OK. If the environmental group want to have a look fell free!

We are waiting for an answer for the extra bus stop at Broad Farm.

I have £1,400 from Jenny's shed shop for the bus shelter if the Clerk can collect and Bank.

Norfolk County Councillor Jason Hughes was welcomed and he discussed:

- i) NCC is recruiting a new full-time Chief Executive following resignation of Tom McCabe. Ms Kat Hulatt is interim Chief Executive and has been NCC's Director of Legal Services and the Monitoring Officer for some time.
- ii) The Local Member Funds for Localised Highway Solutions had been reallocated into the Highways Budget. These are c £11,000 per County Councillor. These funds will contribute almost £1,000,000 to address regional projects such as resurfacing and potholes.
- iii) NCC has recently focussed on reducing the risk of open waters (drowning) and Trading Standards (illegal tobacco), with Great Yarmouth a priority.
- iv) Where FPC has issues concerning Highways Cllr Hughes welcomed being cc'd on correspondence to give him the opportunity to assist in resolving issues. He has regular contact with Justin Le-May, NCC Highways Officer. Classification of roads and repairs was explained.
- v) Neighbourhood Policing Meeting at 6pm on Thursday 16 July 2026. [NOTE: subsequent to meeting this was postponed due to Police and Crime Commissioner voting at FVH on that day – this note is not part of these minutes].
- vi) Cllr Hughes is exploring how the speed limit between Filby Bridge and Fleggburgh could be reduced, having offered comments on SAM2 positioning. Thursday evenings between 5pm and 9pm were considered a major concern.

FPC thanked Cllr Hughes for his inputs and for attending this meeting. It was appreciated by all present.

5. Projects in Progress – Updates

There are a number of projects in progress. Updates are given on the FPC website under the 'News' tab.

The Councillors accepted in principle the offer of pro bono help from Helen Atkinson (Cllr Merritt's sister), a retired solicitor who had been involved in complex land registrations when working for a local authority, to register FPC's custodian trusteeship.

6. Finance

- a) The Councillors authorised the following invoices which are all published on the FPC website: **A**

Parish Clerk Working from Home Allowance June and July 2026	£52.00
Parish Clerk Salary payable 31 July 2026**	£597.98
Parish Clerk Salary payable 31 August 2026**	£597.98
Greenbarnes Limited New Noticeboard Invoice 20171; 17 June 2026	£1,803.55
HP Printing Ink supplied by Clerk May and June 2026 (total £48.99)	£30.00
Reedsafe PAT Testing 6 June 2026	£125.00
Experian Limited 11 June 2026 Business Report	£29.99
Westcotec Limited Invoice 17950 16 June 2026	£9,817.20
Westcotec Limited Invoice 17951 16 June 2026	£5,538.00
Payne's Horticultural Services 16 June 2026 50% contract costs	£1,622.00
Zurich Insurance Company Ltd (see 9. Below)	£396.00

****HMRC PAYE and NIC will reduce amount payable to Clerk.**

The purchase of the new Noticeboard was approved at the FPC meeting held on 13 May 2026.

The Zurich Insurance invoice was authorised after it was discussed in Item 9 below. The Clerk reported that the full grant for the Noticeboard had been received on 8 July 2026.

- b) The Councillors noted and unanimously approved the Summarised Receipts and Payments for the 3 months ended 30 June 2026; Bank Reconciliation at 30 June 2026, and the Fixed Asset Register at 30 June 2026. **B**

7. Planning Applications between meetings

Two planning applications between meetings had been commented upon by FPC as fully documented in the agenda papers on the FPC website.

a) **06/26/0313/F Land east of Marsh Road and south of Rye Gardens, Fleggburgh NR29 3FJ**

FPC comment 19 June 2026: OBJECT

b) **BA/1990/3067/HISTAP Broad Farm Camping Caravan Park**

FPC comment 12 June 2026: NEITHER OBJECT NOR SUPPORT

At this meeting two applications were considered:

06/26/0075/F Single Storey Extension, Clippesby Hall NR29 3BL

FPC Councillors unanimously confirmed that FPC did not wish to object to this application.

06/25/0688/TRE Beech Tree Cottage, Main Road, Fleggburgh NR29 3AG - fell Leylandii trees protected by TPO No. 10, 1991

FPC Councillors unanimously confirmed that FPC did not wish to object to this application.

8. Fleggburgh Village Hall Car Park

Cllr Osborne was asked to present the proposals for enabling the construction of the car park. **A**

The Chair suspended Standing Orders to enable Members of the Public to ask about funding and timing. Funding had been confirmed by NCC on 26 June 2026. FPC is expecting to receive the Purchase Order reflecting the written offer in the near future.

FPC cannot confirm when the car park work will take place as the discharge of the Planning Conditions was outside FPC's control. The discharge of the Planning Conditions is the responsibility of FVH. FPC can confirm that it expects to have sufficient funds to pay all the construction costs only of the car park. Indeed FPC has to pay all the construction costs in order to recover the input VAT. Planning costs and discharge of Conditions costs are the responsibility of FVH.

The Clerk discussed the risk that input VAT will not be recoverable. A Member of the Public said that FPC had incorrectly reclaimed input VAT in the past in connection with expenditure relating to FVH. These errors predated the existing Clerk who had some awareness of the examples where FPC had paid for items on behalf of FVH solely with the intention of reclaiming input VAT. This was not permissible. As far as the present Clerk was aware FPC had been required to refund the VAT reclaimed in error to HMRC. For this project VAT advice from the Parkinson Partnership LLP had been sought to ensure that the VAT position is fully understood, and that any reclaim of input VAT is legitimate within the HMRC rules subject to the strict conditions detailed in the paper **A**.

The VAT advice is documented under 'Risk' in the agenda paper **A**. If all the conditions are met FPC has been advised that all input VAT is recoverable. However, FPC will not know for certain until a claim for recovery is made as explained in the agenda paper. FPC is not VAT registered. FPC is a qualifying body (Section 33) and can recover VAT on its non-business activity. FPC only has non-business activity.

Cllr Osborne also mentioned that FPC must make no financial gain from the use of the car park. This is not included in the paper as the provision of the car park is a non-business-related activity and FPC does not have the ability in perpetuity to charge any users for their use of the car park. Consequently, financial gain is not possible.

The Councillors noted all the risks in the agenda briefing paper. The designation and provision in perpetuity of 5 places used exclusively for bus users was noted and discussed with the FVH Chair. The bays would be marked on the ground as decided by NCC. It was likely they would say 'Bus Users Only' across the 5 bays. The bays are the first 5 at the front of the car park on its easterly side which is the left-hand side when standing at the entrance to the car park facing the playing field. No policing of parking is intended or expected. However, FPC and FVH should explain the use and benefit of these dedicated spaces on their Facebook and website pages as well as on their respective public noticeboards.

In summary the Councillors were asked to note the 8 requirements detailed at the end of the agenda paper. As soon as a purchase order from NCC is received it was agreed that FPC would call an Extraordinary Meeting to progress the project. Those 8 requirements will be revisited at that meeting and considered in detail at that time.

9. Zurich Insurance Renewal year beginning 22 August 2026

The Clerk outlined the following aspects of the policy:

- a) Zurich's policy is their 'Select for Local Councils' policy and all Zurich's policy details had been shared with the Councillors.
- b) FPC's fixed assets are <£50,000 (the limit for this policy), being £48,502 (see fixed asset register at 30 June 2026).
- c) The policy includes DAS Legal Expenses for legal advice, legal costs, legal defence and Fidelity Guarantee.
- d) Claims' excesses are reasonable.
- e) This is a continuation of the current policy at the same premium paid for 25-26; £396.00.
- f) There is appropriate insurance cover for volunteers under 90 years old engaged in Council activities. It is important that for each activity a full risk assessment is carried out and documented. Equally important is that the risks and mitigations associated with volunteering activities are fully discussed with participants, and that volunteers are encouraged to identify and respond to risks during the completion of activities. There are 3 volunteer risk assessments on the FPC website relating to Footpath Wardens, SAM2 Equipment Users, and Dog Waste Collection and Disposal. A further policy for groundworks volunteers is noted below in 12c).

The Councillors unanimously approved the renewal of the Zurich Policy.

10. To receive reports (if any) from:

- a) FPC's Footpath Wardens: **Cllr Osborne**

The Clerk mentioned that he had been contacted by email by a Member of the Public about the footpath between Royden Way and Church View where the hedge growth had narrowed the footpath. Within 20 minutes of receiving the email the Clerk had contacted Payne's Horticultural Services and the matter was addressed the following day. Cllr Osborne asked to be kept informed of such developments.

- b) FPC's SAM (Speed Awareness Monitoring) Team: **Cllr Osborne**

Comments recorded earlier in meeting for ease of reference.

- c) FVH: **Cllr Merritt**

It was noted that FVH did not have a secretary and the minutes of the latest meetings were not on the FVH website. It was agreed that Cllr Merritt would try to obtain these as FPC's representative attending the FVH meetings. Knowledge of FVH developments was valuable in assisting FPC/FVH to work together effectively.

11. FPC Lenovo Laptop

The Clerk explained that this laptop has ceased to function effectively. It is extremely slow and impossible to use WIX software to edit the FPC website. The screen periodically turns pink with vertical lines making it impossible to read the screen. Councillors unanimously approved that the Clerk should purchase a replacement HP laptop for £424.15. It was noted that the current Lenovo laptop was purchased for £428 in December 2017. Councillors also approved that the Clerk pursues a grant to fund some or all of the cost. Two potential funders were identified - Geoffrey Watling Trust and Adnams Charitable Trust.

12. Councillors considered and approved the adoption of the following Model Policies from Norfolk Parish Training & Support to replace existing versions:

- a) Financial Regulations (FRs) suitable for a Council with >£25,000 receipts/payments. **A**

The current Regulations were for a Council with <£25,000 receipts/payments. They were due for review in August 2026.

b) Standing Orders (SOs). **A**

The current Standing Orders were due to be reviewed in August 2026 but the Clerk had noted they were deficient in that they did not refer to the Procurement Act 2023. They referred to earlier superseded legislation.

c) Risk Assessment – Volunteers Groundworks **A**

This was adopted. This is a monthly activity in tidying the cemetery.

The risk assessment is important to discharge FPC's insurance requirements.

The Clerk explained that, notwithstanding the previously published and adopted SO's and FR's needing revision, he was not aware of any actions taken and practices followed which did not comply with the documents adopted at this meeting and which did not comply with all law and regs.

13. To consider and approve a change in the Parish Clerk's contracted hours.

It was agreed that the Clerk's annual appraisal and review of contracted hours would be considered by FPC's Staffing Committee. This committee consists of a minimum of 3 and a maximum of 5 members.

14. Next Meetings: 9 September 2026 at 7pm and 11 November 2026 at 7pm – Fleggburgh Village Hall.

15. To consider a resolution to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss any confidential matters (at the time of issuing the agenda no such matters are envisaged).

This item was not required.

16. Meeting closed at 9pm.

