

## **FLEGGBURGH PARISH COUNCIL**

*Serving Burgh St Margaret, Billockby and Clippesby*

Tel: 07502 735991; Email: fleggburghpc@gmail.com

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

### **To All Councillors**

You are hereby summoned to attend a meeting of Fleggburgh Parish Council on **Wednesday 19 November 2025, 2.30pm at Fleggburgh Village Hall** for the purpose of transacting the following business as detailed in the agenda below.

Members of the press and public are invited to attend.

Signed *Paul Johnson* Paul Johnson, dated 13 November 2025

- 1. To consider apologies for absence**
- 2. Declaration of interest for items on the agenda and applications for dispensation**
- 3. To approve the minutes of the meeting held on Wednesday 17 September 2025 and authorise 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.
  - b) County / Borough Councillors & Police. Antisocial behaviour report to Police.
- 5. Projects in Progress - Updates**
  - a) Burgh St Margaret Closed Churchyard on Village Hall side of A1064: **Cllr Flowerdew to update the results of volunteers' working party on 1 November 2025. Clerk to update on GYBC's maintenance progress**
  - b) Bus shelter on Kings Arms north side of A1064 Main Road, Fleggburgh: **Update from Clerk**  
Councillors are asked to approve the purchase of a three-bay cantilever shelter with a 1100mm roof, perch seat, timetable case and flag bracket in RAL colour to be confirmed.  
Supply and Installation Price: £4,615  
Funded by NCC/UK government initiative (80%): £3,692  
Funded by FPC (20%): £923
  - c) Funding applications and proposals: **Update from Clerk**
  - d) Neighbourhood Development Plan Review: **Update from Cllr Osborne**
  - e) Footpath extension and new bus shelter on Village Hall south side of A1064 discussions with NCC Highways regarding feasibility and design study: **Update from Cllr Flowerdew**
  - f) Gateway Signs: Rollesby Road, Burgh St Margaret and Main Road, Clippesby: **Update from Cllr Osborne**
  - g) Double yellow lines at Town Road/Main Road: **Update from Cllr Manning**
  - h) Purchase of bike racks for 10 bikes at Fleggburgh Village Hall: **Update from Clerk**
  - i) Project to register the land at Fleggburgh Village Hall and recreation ground: **Update from Clerk**

## 6. Planning Updates

06/25/0455/TRE: Works to 4 trees on land off Tower Road, Fleggburgh NR29 3DW. This land is owned by Fleggburgh Parish Council. FPC is awaiting Discharge of Condition 5 from GYBC:  
**Update from Clerk**

## 7. Finance

- a) To authorise the following payments:

Parish Clerk 5 September 2025 Two Searches with HM Land Registry	£14.00
Parish Clerk Working From Home Allowance October November 2025	£52.00
Parish Clerk HP Ink Printing 12 September to 10 November 2025	£12.50
Maple Tree Services Ltd 7 October 2025 tree works	£1,350.00
Parish Clerk Salary 29 July 2025 to 30 September 2025	£728.75
Parish Clerk Salary 1 October to 31 October 2025	£322.98
HMRC PAYE Income Tax 29 July 2025 to 30 Sept 2025	£144.60
Maple Tree Services Ltd 16 Oct 2025 Grass Cutting Fleggburgh Churchyard	£2,625.00
Norfolk County Council 14 October 2025 PPS Gateways	£1,865.00
HMRC PAYE Income Tax 1 to 31 October 25	£74.60
Parish Clerk Salary for November 2025 gross (payable 30/11/25)*	£596.38
Parish Clerk Salary for December 2025 gross (payable 31/12/25)*	£596.38
<i>*Income Tax/PAYE to be calculated when payroll processed, and resultant amount payable to HMRC will reduce amount payable to Clerk.</i>	

- b) To note the financial update for 2025/26; bank reconciliation at 10/11/2025
- c) To authorise Clerk to attend "Dealing with FOI Requests" and "AGAR Assertion 10 Digital and Data Compliance" training sessions run by Norfolk Parish Training & Support - cost £88.

## 8. Dates for FPC meetings for 2026. All meetings commence at 2.30pm

14 January 2026	13 May 2026	9 September 2026
11 March 2026	8 July 2026	11 November 2026

Annual Parish Meeting is Wed 15 April 2026 at 6pm. Next meeting is 14 January 2026 at 2.30pm

## 9. To receive reports from

- a) FPC's Village Hall Representative: **Cllr Merritt**
- b) FPC's Footpath Wardens: **Cllr Osborne**
- c) FPC's SAM (Speed Awareness Monitoring) Team: **Cllr Osborne**

## 10. Future Work Streams

- a) Code of Conduct
- b) Council Risk Assessment
- c) Data Protection Policy
- d) Email Privacy Notice
- e) Review of Documents Destruction and Retention Policy
- f) Review of Asset Register

## 11. Items for Next Agenda

*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.*

## 12. To consider the Terms of Contract of Employment of the Parish Clerk