

# **FLEGGBURGH PARISH COUNCIL** *Serving*

*Burgh St Margaret, Billockby and Clippesby*

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

Chairman: Mr Keith Osborne Parish Clerk: Paul Johnson

## **To Members of the Council,**

You are hereby summoned to attend a meeting of Fleggburgh Parish Council on **Wednesday 21 May 2025, 7.30pm at Fleggburgh Village Hall** for the purpose of transacting the following business.

Members of the press and public are invited to attend.

Signed *Paul Johnson* Paul Johnson Dated 15 May 2025

### **1. Election of Chairman**

### **2. Election of Vice Chairman**

### **2A To ratify the appointment of the Parish Clerk and Responsible Financial Officer**

### **3. To consider apologies for absence**

### **4. Declaration of interest for items on the agenda and applications for dispensation**

### **5. Public Forum**

- a. Public
- b. County / Borough Councillors & Police

### **6. To approve the minutes of the meeting held on Wednesday 19 March 2025**

### **7. To consider applications for co-option of Parish Councillors (4 vacancies)**

### **8. Correspondence and Consultations**

- a) Burgh St Margaret Churchyard Closure  
Update on discussions regarding Final Order/Formal notification of the burial ground.
- b) Billockby & Burgh Lands Trust  
Update on discussions regarding the process/procedure to appoint trustees to the trust.
- c) Wesleyan Chapel, Burgh St Margaret  
Update regarding complaint; visual amenity due to overgrown and abandoned cars on site.
- d) Fleggburgh Common Track  
Update regarding letters to residents and request for contribution to costs.
- e) Neighbourhood Development Plan Review  
Update on discussions/meetings.
- f) Tree Works  
Update regarding TPO Planning Application and work scope/schedule.

### **9. Planning**

#### **a. New Applications**

06/24/0756/F Fleggburgh Village Hall Main Road Fleggburgh NR29 3AG: Construction of additional hard surface car park comprising 30no. parking spaces, with associated landscaping and planting.

#### **b. Applications considered between meetings**

06/25/0286/TRE The Shrubbery Rollesby Road Fleggburgh NR29 3AR: Works to trees protected by Tree Preservation Order (TPO No.3 2019) - T1 (Beech)  
- Fell; T4 (Ash) - Fell; T5 (Sycamore) - Crown raising by removal of three branches to the north side. **FPC has supported this application**

#### **c. Decisions**

Tree Preservation Order No 4 of 2025: Trees on land at Broad House, Rollesby Road, Fleggburgh made on 17 April 2025

## 10. Finance

- a. To note the financial update 2025/26; bank reconciliation; and receipts and payments since last meeting
- b. Receive Year End Accounts 2024/25
- c. Receive Internal Audit Report
- d. Approve Unaudited Annual Governance Annual Return
- e. To confirm current bank signatories and access
- f. To agree/note payment of the following:
  - i. Village Hall Grant for grass cutting minuted 15/1/25 £1,320
  - ii. HMRC PAYE 25 April 2025 (Direct Debit) £373.20
  - iii. CC Planning Neighbourhood Plan Consultant £1,200.00
  - iv. Lolly Dawson Locum Clerk, Annual Parish Meeting £97.60
  - v. Sarah Hunt Internal Audit fee £175.00
  - vi. ICO Annual Subscription (DD) £47.00
  - vii. P Johnson FPC Mobile Phone £59.99
  - viii P Johnson FPC phone top up Vodafone £10.00
  - ix P Johnson Working from home allowance for 4/25 £26.00
  - x PKF Littlejohn External Audit fee £210
  - xi Norfolk County Council Parish Partnership Rollesby Road Gateway signs £1,900
  - xii Website training as required £20 per hour

## 11. Highways and Parish Assets

- a. Footpath extension and new bus shelter; Discussions with NCC Highways regarding feasibility and design study.
- b Gateway Signs. To receive an update on Gateway Signs, Rollesby Road, Burgh St Margaret and Main Road, Clippesby.
- c To receive an update on the footway outside The Cottage, Main Road, Clippesby and Fleggburgh House, Main Road, Burgh St Margaret
- d To receive update on double yellow lines at Town Road/Main Road

## 12. Administration

- a. To appoint Staffing Committee
- b. To appoint Complaints Committee
- c. To appoint Footpath Warden; approve job description
- d. To appoint Village Hall and Playing Field Committee representative
- e. To approve Risk Assessment for SAM2 Equipment
- f. To approve Risk Assessment for Dog Waste Bin Emptying
- g. To approve Risk Assessment for Footpath Warden

## 13. To receive reports from Councillors and Outside Bodies

- a. Village Hall Representative
- b. Footpath Warden

## 14. Items for Next Agenda

- 1 Code of Conduct,
- 2 Council Risk Assessment,
- 3 Data Protection Policy,
- 4 Email Privacy Notice
- 5 Review of documents destruction and retention policy

**15 Date of Next Meeting:** Wednesday 16 July 2025 7.30pm at Fleggburgh Village Hall