

FLEGGBURGH PARISH COUNCIL(FPC)

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

MINUTES OF MEETING 17 SEPTEMBER 2025

All Members of the Council were summoned on 11 September 2025 to attend. The press, public and FPC's linked borough and county councillors were also invited.

Present Councillors: Terry Gammans (TG), David Flowerdew (DF), Keith Osborne (KO), George Manning (GM), Adrian Thompson (AT), Parish Clerk Paul Johnson (PJ)

Present: 5 members of the public.

1. To consider apologies for absence

Christine Merritt (CM) due to unavoidable commitments.

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

It is noted that:

- a) FPC is the custodian trustee of Fleggburgh Village Hall and Playing Fields (FVHPF)
- b) AT is a GYBC councillor (dual-hatted)
- c) CM is a committee member of FVHPF as FPC's representative
- d) KO has declared an interest that his wife is secretary, trustee, and committee member of FVHPF
- e) TG is a trustee of Billockby & Burgh Lands Trust

It is formally noted that in accordance with FPC Code of Conduct all are granted dispensation to participate in discussions on items on the agenda impacting these relationships and to vote on those items.

The Chair has confirmed that these dispensations have been approved.

3. To approve the minutes of the meeting held on Monday 1 September 2025

All in favour. The Chair signed to evidence approval.

4. Public Participation

a) Public Under Standing Order 20(c)

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.

Jackie Payne, Chair of Fleggburgh Village Hall committee, thanked FPC for the signposting of available grants which are on today's agenda.

b) County / Borough Councillors & Police

The County Councillor and the Police were not in attendance.

AT as Borough Councillor commented:

- (i) There was flooding due to surface water outside Manor Farm and this would be raised with NCC Highways.
- (ii) Nails had been left on the road surface close to the junction of Westfield Close and Town Road on a number of mornings suggesting they were deposited overnight.

- (iii) £543 of funding from GYBC (contact Rachel Harrison) had been earmarked for new swing seats in FVH children's playground.
- (iv) There would be an increase in buses running from Caister to Acle with 7 buses per day for 6 days a week with the first bus at 7am and last bus at 11pm. Extra bus stops are planned to be introduced at Broad Farm and Filby Heath. These would be particularly advantageous during the holiday period.
- (v) A resident had enquired whether it was possible to install a bus shelter on the north side of A1064. At present there is a bus stop but no shelter.

For information and not part of the minutes: subsequent to the meeting the Clerk arranged for the bus shelter provider and installer (Westcotec) to carry out a site visit to investigate the feasibility of a cantilever bus shelter with a back and roof but no sides. The width of the path suggests that this could be the only feasible option and indeed the width may be prohibitive. The site visit will determine this.

5. Projects in Progress - Updates

- a) **Burgh St Margaret Churchyard Closure:** This topic was discussed on 1 September 2025 and the minutes of that meeting refer. Responsibility for maintenance has been transferred to GYBC.

TG and DF gave an update on the results of a volunteers' working party on 6 September 2025. 8 members of the public attended and undertook a significant amount of work making visible improvements to the old graveyard. It is intended that this will be repeated monthly, and other projects may be identified. DF mentioned that a note of thanks had been put on the FPC Facebook page and in the News section of the FPC website.

The Clerk confirmed that GYBC had been informed on 2 September 2025 of FPC's decision to hand over the entire responsibility for future graveyard maintenance to FPC as is documented in the FPC minutes of 1 September 2025.

The Clerk had also contacted GYBC prior to this meeting to enquire when GYBC would be undertaking the safety work GYBC had identified, principally to the trees and to the memorials.

The Clerk had received a reply from Miranda Lee, Head of Customer Service, Health & Communities at GYBC. Miranda had advised him that GYBC's Property & Assets Team will be organising the identified works and those works will likely be taking place during October 2025, but this will be somewhat dependant on the contractors' availability.

- b) **Wesleyan Chapel, Burgh St Margaret:** It was noted that this topic is now closed and no further action by FPC is proposed.
- c) **Fleggburgh Common Track:** The meeting received an update from TG regarding work undertaken, letters to residents and request for contribution to costs. The surface repairs had been finished with a substantial amount of material imported. Hedges and grass had been significantly trimmed. Two residents had helped and it is thought that three residents will help in future. The work will recur in January 2026 and discussions with residents had indicated that they may be willing to contribute in future. This may be a project involving an FPC volunteer team in future.
- d) **Neighbourhood Development Plan Review:** The meeting received an update from KO and by invitation of FPC Fran Allen and Louise Cornell (Collective Community Planning) on pathway to complete and Funding proposal.

FPC needs to fund £3,150 to finish the project. GYBC continues to be supportive of Neighbourhood Development Plans.

Louise Cornell summarised the benefits and noted that the Neighbourhood Development Plan can be a major influencer carrying significant weight in a number of areas such as planning and identification of improvements to the public realm. To do so it needs to demonstrate that it is very much a current working document. A substantial amount of work has already been done in getting to the current position and finalising a new Neighbourhood Development Plan which will be consistent with GYBC's emerging policies, and the NPPF will be invaluable.

KO proposed, TG seconded and all were in favour of allocating the funding of £3,150 to complete the project.

- e) **Footpath extension and new bus shelter:** DF updated the meeting on the difficulties he had experienced in engaging the NCC Highways Project Manager. DF has been trying to establish when the Design and Feasibility Study will be complete. The project had commenced in April 2025 and it was felt that FPC needed detailed updates on progress and likely timetable to complete. NCC is funding this study (100%).

The Clerk reminded the meeting that financials were NCC funding £6,544.80p, Filby Shed and Adrian Thompson salary sacrifice £1,636.20p. The grant application for £6,544.80p was approved by the meeting. As part of this application the existing bus shelter is transferred to FPC from GYBC along with a future maintenance payment from GYBC to FPC of £1,800. The new shelter will belong to FPC. The invoice from FPC to GYBC for £1,800 was approved by the meeting.

- f) **Gateway Signs:** KO gave an update on Gateway Signs situated at Rollesby Road in Burgh St Margaret and Main Road in Clippesby. KO explained that he had involved Justin Le May and Graham Plant to ensure that the projects progressed as quickly as possible as there had been delays with NCC progressing the projects. The Clippesby Gateway Sign had progressed earlier today in that the locations had been agreed and the schematics still awaited. The NCC Project Manager, Bradley Shaw, is chasing Glasdons, the supplier. Also earlier today KO had signed the formal documentation reflecting the decision taken by FPC at a previous meeting. This documentation referred to the Village Gateway bid to NCC where NCC funds 50% of the costs. FPC has committed to the Parish contribution of £1,865 and will receive and pay an invoice for that amount. This reflects the PPS (Parish Partnership Scheme).

In due course FPC will arrange for all references to Fleggburgh to be changed to Burgh St Margaret. All faceplate references to Fleggburgh will be changed to Burgh St Margaret.

- g) **Double yellow lines at Town Road/Main Road:** GM updated the meeting. The Blue Light and stakeholder review is due to be finalised on 3 October 2025. The next steps are draft legals, public consultation, issue of TRO (Traffic Regulation Order) and finally approval under delegated powers.

It should be noted that the investigation and consultation processes normally take 6-9 months from initiation and will involve consulting people who are directly affected. Depending on support and objections the NCC cabinet member will agree or disagree a proposed TRO.

- h) **Purchase of bike racks for 10 bikes at Fleggburgh Village Hall:** An update was received from Parish Clerk and FPC councillors were asked to approve submission of grant application.

The Clerk reminded the meeting that a response to the FVHPF car park planning application had noted the absence of bike racks on the FVHPF estate. The financials are funding from NCC £1,180; funding from FPC £295 and recoverable input VAT £295. FPC would own and insure the racks. Unanimous vote to approve grant application. Councillors agreed that the Clerk should invoice NCC £1,180 in accordance with NCC's purchase order procedures.

- i) **Project to register the land at Fleggburgh Village Hall and recreation ground in order to protect this valuable asset:** TG and the Clerk explained the background and likely costs, and requested FPC approve commencement of the project in light of the benefits and cost involved.

The Clerk had confirmed to the meeting that neither GYBC nor Lucas & Wyllys Solicitors (L&W) held any documentation relating to the land.

The only detailed documentation appears to be a copy on the FVHPF website. In addition a copy of a 1996 letter exists. This is from the Charity Commissioners and states that FPC holds all documents of title for the charity. Although the general management and control of the trust is vested in the committee, the additional letter dated 1996 supplied states that all documents of title must be vested to FPC (ie. in FPC's name).

Three quotations were noted for the legal input to register the land:

(i) L&W

HM Land Registry Fee of £250 if land is valued at £200,000 to £500,000.
Fees for preparing application and dealing with Land Registry between £995 and £1395 plus VAT.

(ii) Proposal from CM

With regard to the Registration with HM Land Registry, at the last village hall meeting this subject was brought up. After the meeting CM spoke to Jackie Payne and emailed other committee members to indicate that her sister would be able to carry out the registration free of charge with only the Land Registry fee payable. CM had noted that her sister who is a solicitor, worked for a town council and did the land registry for Brighton promenade which is 2 miles long.

(iii) Simper Law Ltd, Loddon

Simper Law Ltd were noted to have commented to FVH as follows:

"In order to register the land we will require the original deeds; it will have to be registered in the name of the Parish Council.

If you do not have the original deeds, then we can still apply to register the land but it will be an application based on lost title deeds, and the Land Registry will likely only grant Possessory Title.

If you have the deeds our fees would be £750 plus VAT and disbursements.

If you do not have the original deeds our fee would be £950 plus VAT.

We would however need to act on behalf of the Parish Council, as they appear to be the current owners".

The Clerk noted that Possessory Title is granted by HM Land Registry when the original title deeds have been lost or destroyed. A Possessory Title does not offer the same level of security as an Absolute Title. The process can take over a year depending on the complexities involved and the documentation available. Evidence needs to be gathered and submitted to HM Land Registry, and a public notification and objection period publicised. Once granted, the property owner (FPC) must wait 12 years to upgrade the title to Absolute provided no disputes arise in that period.

After detailed discussion of the process and (i), (ii) and (iii) above it was proposed and agreed that the Clerk would commence the process of land registration.

- j) **Purchase of a Honda petrol self-propelled grass cutter:** During volunteer work at the Common Track and at the closed old churchyard it was identified that a self-propelled grass cutter with side discharge would be beneficial for when this work is repeated, and for other projects in the parish.

FPC considered the purchase of a Honda petrol self-propelled grass cutter with side discharge to efficiently tackle any project to defeat long grass in parkland or at roadsides.

The cost of the grass cutter is £3,500 inclusive of tax. It was noted that where work was done on footpaths FPC currently had contracts in place. It was also noted that there was nothing in the 2025/26 budget for capital expenditure of this nature and amount. Whilst it was noted that the machinery could be used to supplement work on country lanes etc. it was appreciated that working on or near a public highway carried a whole collection of risk and insurance related issues and would require safety procedures to be put in place. It was mentioned that a contractor with their own machine and two men would charge £60/hour for this work.

It was agreed to defer this topic until the discussion of next year's budget and to look at the feasibility and cost of doing the work with contractors.

- k) **Unity Trust Bank application for Unity Impact Grant of £5,000 to parish councils:** There are only a limited number of grants available. Having reviewed the eligibility criteria a project has been identified by the Clerk. In summary this would involve Year 6 school children from Fleggburgh Primary School documenting the memorials in the closed graveyard. It is felt this information would be of great interest to the church and to residents of the parish and beyond. If the grant application was successful £2,500 would be awarded to the church for upkeep of its buildings and infrastructure, and £2,500 would be awarded to Fleggburgh Primary School for improving its infrastructure. It was agreed that the Clerk would process the application and obtain permission from the church and the school.
- l) **Electrical Safety First has community grants available for electrical safety projects:** The Clerk explained that the purpose and project identified for the grant is to keep vulnerable people in our community safe from electrical hazards. The Clerk knew that another parish council in Norfolk was successful in using the grant of £1,000 to test portable electrical appliances (PAT testing) through employing an electrician hosting drop-in sessions at their village hall. The grant is for £1,000 and any money not used on PAT testing could be channelled into improving village hall security lighting. FPC approved the grant application.
- m) **Funding application to the National Lottery for target training and climbing monkey wall, each costing £7,500 plus VAT:** The Clerk explained that some parish councils have had these installed and the installer has assisted with the grant application. The Clerk explained that FVH could make its own application and apply for £9,000 for each product as FVH cannot recover VAT. It was noted that FVH has carried out initial investigations into the products' suitability, is aware of reference sites where the equipment has been installed and is able to make direct contact with the supplier/installer. Therefore it was agreed that it would be left to FVH to apply for these grants if they felt so inclined and that FPC did not need to be involved.

6. Planning Updates

- a) **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. Current status: Undecided.** AT noted that he is the owner of Filby Post Office which is regularly hosted by FVH and that Filby PO customers utilise the car park. TG invited Jackie Payne (Chair of FVH) to comment. Jackie explained that she had recently spoken with the Case Officer and that FVH were addressing the comments from Natural England and Norfolk Wildlife Trust.
- b) **06/25/0517/TRE: Works to trees protected by TPO No. 20/2023. T3 Eucalyptus – fell to ground level due to decay at base and infection of Honey Fungus. The Hyde Main Road A1064 Fleggburgh NR29 3AG. Work approved by GYBC.** No further action required by FPC.
- c) **06/25/0455/TRE: Works to 4 trees on land off Tower Road, Fleggburgh NR29 3DW. Proposed by FPC as landowner.** KO explained that the work would take one week and would start on 1 October 2025.

- d) **BA/2025/0116/FUL: Replacement of touring pitches for 5 static caravan pads, Broad Farm Camping & Caravan Park, Main Road, Fleggburgh NR29 3AF. FPC supported application on 9 June 2025. GYBC has approved this application. No further work for FPC.**
- e) **06/25/0643/TRE: 6 Autumn Close NR29 3FQ. Fell 3 trees protected by TPO. FPC has been contacted as consultee.** FPC determined its reply to GYBC following detailed discussion. It was agreed that FPC would make the following comments:
 - (i) A holding objection was raised.
 - (ii) The applicant referred to comments from a professional tree surgeon but these were not included in the application.
 - (iii) The TPO had been issued in the very recent past and there was surprise that this amount of work was now necessary. However it was acknowledged that the health of trees is a dynamic process and can change relatively rapidly.
 - (iv) In light of the above it was concluded that this was a matter for a GYBC Arboriculturalist to determine whether the application was appropriate, and if it was, what replacement trees were necessary.
- f) **06/25/0629/HH: 8 Autumn Close NR29 3FQ. Proposed single storey rear/side flat roof extension. FPC has not been contacted as consultee. This was noted when consultation for e) above was received.** FPC noted that it was not necessary to reply to GYBC in respect of this application because the application has been deemed to be invalid for the following reason: following GYBC's visit to the site it became clear that the property has not yet been occupied. Therefore its use as a dwelling has not commenced and therefore it is not possible for this extension to be assessed under a householder application. GYBC has pointed out that the applicant has two options available - either to apply for a S73 application on the original development or to apply for full planning permission for the erection of 1x dwelling (including the extension). GYBC has also pointed out that if the applicant applies for a full planning application, this will need to be supported by a deed of variation to the S106 agreement, and the applicant would be liable for any financial contributions required by policy. GYBC has commented that once this has been rectified it will be rechecked and if all OK, consultations will then be sent out.

7. Finance

- a) **FPC authorised the following payments:**
 - (i) Parish Clerk - 'Working From Home Allowance' August, September 2025 £52.00
 - (ii) Parish Clerk - HP Ink Printing 24 June 2025 to 11 September 2025 £12.50
 - (iii) Norfolk Parish Training & Support 'Grant Funding and the Project Process' course £96.00
 - (iv) Parish Clerk - Salary from 9 July 2025 to 30 September 2025 £As per Contract
 - (v) PKF-Littlejohn Limited Assurance Review of AGAR for y/e 31 March 2025 £252.00
 - (vi) Community Action Norfolk Gold Membership (note current membership expires 18 October 2025) £150.00
 - (vii) Reimbursement to Cllr Osborne for purchases invoiced to FPC for heavy duty bin bags £27.85

(viii) Fleggburgh Village Hall invoice 29 July 2025. Ten meetings between
15 January 2025 and 1 September 2025

£200.00

- b) **FPC noted the financial update for 2025/26; bank reconciliation.**
- c) **FPC noted the unqualified audit opinion for y/e 31 March 2025 from PKF-Littlejohn.**
- d) **It was agreed that KO would carry out a supervisory internal control over the finance by regular monitoring of the Unity Bank accounts and transaction information.**

8. FPC Future Meetings – Dates and Times (all meetings to be held on Wednesdays at 2.30pm)

FPC approved the following dates and times for meetings for the remainder of 2025 and for 2026:

19 November 2025	8 July 2026
14 January 2026	9 September 2026
11 March 2026	11 November 2026
13 May 2026	

Annual Parish Meeting is on Wednesday 15 April 2026 at 6pm.

9. FPC received reports from Councillors and Outside Bodies

a) Village Hall Representative

Unfortunately CM was unable to attend as noted in the apologies above.

b) Footpath Wardens

The work of the Footpath Wardens is greatly appreciated and of value to all members of the public. FPC's thanks was noted. All paths have been walked since July 2025 and the following summarises some exceptions identified by their work:

FP2 Mill Lane to Sandy Lane: path has been cut but a hole in the ground remains. Previously reported to NCC.

FP5 Tretts Loke to Tower Road: animal hole halfway along. Reported to NCC.

FP8 Through Broad Farm: waymarker still down. Previously reported to NCC.

FP11 Marsh Lane to A1064: fairly overgrown from Marsh Lane end but the field has been harvested.

FP18 Acle Bridge to Stokesby FP7: path has been cut but fallen tree blocking entrance to gate. Reported to NCC.

For the future, KO will ask the Footpath Wardens to advise the NCC report references, and any photographs of the noted issues will be of value in resolving matters. This will enable FPC to chase NCC regarding resolution.

- c) SAM (Speed Awareness Monitoring). The previous reporting was incomplete due to a battery issue so a further deployment of the SAM2 device occurred on Tower Road between 22 July 2025 and 9 September 2025 recording traffic entering Fleggburgh village from Filby. These results were noted by FPC:

Total vehicles recorded = 29,195

Average speed across all vehicles = 28 MPH

Average speed of speeders = 34 MPH

Maximum speed recorded = 65 MPH on 18 August 2025 at 10.45

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) Average speed cameras to address speeding on Tower Road and on A1064

11. Next Meeting

As noted in 8. above the next FPC meeting is on 19 November 2025 and starts at 2.30pm in Fleggburgh Village Hall.

12. Conclusion of Meeting

The meeting on 17 September 2025 concluded at 9.15pm.