

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

Minutes of Meeting on Wednesday 16th July 2025 at 7.30pm to 9.15pm at Fleggburgh Village Hall

Attendance

In attendance: Parish Councillors Terry Gammans (TG), David Flowerdew (DF), Keith Osborne (KO), Christine Merritt (CM), George Manning (GM) Adrian Thompson (AT)

Parish Clerk and Responsible Financial Officer Paul Johnson (PJ)

Great Yarmouth Borough Councillor Adrian Thompson (AT)

Nine members of the public

1. Apologies for absence

None received. We invited PC Callum Ball and Andy Grant (County Councillor) to attend or send representative or to forward any comments/questions but have received no response. PCs Callum Ball and Chris Martin are running their Next Neighbourhood Meeting tomorrow Thursday 17 July at The Rollesby Pavillion, King George Playing Field starting at 7pm.

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

On 12 July 2025 Keith Osborne wrote to The Chair of FPC stating *"With regards to Item 6 a)(i) on the 16th July 2025 agenda, I must declare an interest as Julie Osborne, my wife, is secretary, a trustee, and committee member of the Village Hall and Playing Field Committee. But in accordance with the FPC Code of Conduct clause 14, I formally request to be granted dispensation to participate in a discussion and vote on these matters."*

The Chair confirmed that this dispensation has been granted.

3. Approve the minutes of the meeting held on Wednesday 21 May 2025

These were agreed and seconded; all councillors in favour. Signed by TG as evidence of 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.

The Speed Awareness Monitoring Coordinator outlined the need for more active volunteers. A recruitment campaign with notices and leaflets to Fleggburgh properties outlining the benefits of this activity, was proposed.

b) Borough Councillor

Devolution: AT discussed the various options for local government reorganisation. It would be likely that existing debts would have to be shared. A mayor for Norfolk and Suffolk would oversee infrastructure decisions; possibly one unitary or three unitary authorities with elections in May 2027.

Funding Opportunities: Parish Partnership Schemes have been outlined including 80% discount on bike racks.

A1064 Speeding: No speeding had been recorded from motorcycles on a Thursday evening. The A149 and A47 have average speed cameras; Filby and Fleggburgh should work together in the future to have similar speeding controls on the A1064.

5. Projects in Progress - Updates

a) Burgh St Margaret Churchyard Closure

Update on discussions regarding Final Order/Formal notification of the burial ground closure.

This is the churchyard on the opposite side of the road to the church. The church authorities applied for closure of this burial ground on the grounds that it was full.

A closure order was made by the Privy Council on 6th May 2025.

On 9th June 2025 FPC was asked to take on responsibility of all maintenance for the closed burial ground. FPC has to decide by 8th September 2025 whether it wishes to take on this responsibility and the associated costs in perpetuity, or whether it wishes to pass on the responsibility to Great Yarmouth Borough Council. Passing on responsibility to GYBC is permitted by law. FPC has noted that there is a TPO covering the mature oak trees and monkey puzzle trees in the burial ground area. Following discussions with the church FPC has been told that the church cannot recall any risk and safety assessments being carried out by a qualified arboriculturalist in the last 15 years. Consequently FPC is particularly concerned about the cost of this aspect of the maintenance.

As FPC can pass on all responsibility and cost to GYBC, FPC has spoken to GYBC about the trees, the safety of the memorials and all other aspects of maintenance. Great Yarmouth Borough Council have agreed to undertake their own due diligence and to share the results with FPC in early August. As GYBC maintain a number of cemeteries and trees they have their own in-house expertise. FPC believes that GYBC will make a proposal to FPC to either take on the work themselves or to ask FPC to take on the work with suggestions on how the costs could be dealt with.

FPC recognises that this is a unique space, important to residents, at the heart of the village which it wants to see maintained to a high standard. FPC cannot decide whether FPC are willing to take on the responsibility until FPC sees the results of GYBC's due diligence and have an appreciation of the costs. The ongoing tree work could be substantial given that there are high value targets potentially impacted by the trees. These include the public right of way running alongside the churchyard, vehicles and pedestrians using the A1064 main road, the fact that the churchyard must have unfettered public access at all times and the residential property to the west of the churchyard.

Therefore the Parish Clerk recommended that FPC receives GYBC's proposal in August, discusses it with GYBC and convenes a meeting during week commencing 1 September 2025 to make its decision on whether or not to take on the maintenance of the closed churchyard. This will enable its decision to be communicated by the legal deadline of 8 September 2025.

In the meantime FPC proposes a working party of volunteers to tidy up aspects of the churchyard, particularly overgrown nettles etc, on Saturday 6th September 2025. FPC will work with the church to see if this activity can be advertised in the church newsletter.

b) Billockby & Burgh Lands Trust

Update on discussions regarding the process/procedure to appoint trustees to the trust. TG confirmed that this is work in progress.

c) Wesleyan Chapel, Rollesby Road (opposite Church View), Burgh St Margaret

Update regarding visual amenity and potential damage to building through overgrown ivy. Update regarding hedge spreading and narrowing width of road for vehicles to pass.

The Parish Clerk had discussions with Matt Whitton, Enforcement Officer at GYBC. He has stated on 10th July 2025: *"Following removal of the cars from the land and the minor tidying up, the property was discussed at the recent Planning Enforcement meeting with regard to whether the property presented visual harm for the purposes of Section 215 of the Town & Country Planning Act, and concluded that it didn't".*

He has referred the property to the Conservation Officer to assess whether ivy is damaging the listed building and whether any action is required. He has also referred it to the Property Enabling Officer to advise on the empty premises aspect.

The Parish Clerk has on two occasions asked NCC Highways whether they consider that the hedge was encroaching onto the public highway, and if so, whether they wanted to take any action. They did not think, from their perspective, that any action was necessary.

However whilst visiting the site the Parish Clerk did ask the owner of the property opposite the Wesleyan Chapel on the corner of Church View and Rollesby Road whether they could trim the overgrowth at their side of the road.

The owners have recently done this and FPC is appreciative of this. Also the Parish Clerk asked NCC Highways whether they could address the significant dip in the road at the corner of Town Road and Rollesby Road. They have not responded but the Parish Clerk has noted that they appear to have marked out in white paint the sunken area which suggests it may be repaired in the near future.

d) Fleggburgh Common Track

Update regarding letters to residents and request for contribution to costs once work is complete.

The road roller will be deployed when available. The discussion with the residents will take place when the work is completed.

e) Neighbourhood Development Plan Review

Update on discussions/meetings and latest Funding developments.

The Working Group was advised at its meeting on 16th June 2025 that government, via Locality, had removed funding support. £3150 is required to finish the project. GYBC will support a referendum and will complete and support Neighbourhood Plans. This item will be revisited at the next FPC meeting. The Neighbourhood Plan will be beneficial and may assist in securing funds potentially up to £34,000 when 20 further properties are added on Rollesby Road.

6. Planning

a) New Consultations

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. FPC to respond by 17 July 2025.

To demonstrate that FPC is able to properly assess the application TG and DF made the following points:

- (i) Over 100 members of the public support the application. There are a small number of detailed objections.
- (ii) Councillors have been reminded of their need to disclose personal interests in accordance with the Localism Act 2011 and to comply with the Act.
- (iii) Councillors have expressed views on the application as they are actively involved in the community. Councillors are aware of the difference between predisposition (permissible) and predetermination (not permissible). There is no bias of predetermination.
- (iv) The Chair has reminded all the councillors of the Planning Advisory Services 'Probity and Planning' and the difference between predetermination, predisposition and impartiality. Each councillor has confirmed that they come to the meeting with an open mind. Each councillor has read the application detail including the public and statutory consultee comments so that they are informed. Most councillors were able to attend the village drop-in session in connection with the football club developments presented by Jackie Payne, the Village Hall Committee Chair. This enabled the councillors to understand developments on the recreation ground itself.
- (v) Councillor CM is FPC's VH representative and whilst she attends the VH committee meetings she is not a trustee and does not participate in operational decisions.
- (vi) In FPC's meeting on 15th January 2025 it was agreed that FPC would support the VH car park project with a grant of £4000, in addition to a grass cutting grant of £1320. This does not impact the ability of FPC to properly consider this application.

(vii) FPC is custodian trustee of the VH deeds. The VH is not owned by FPC but is owned by the managing committee who are responsible and liable for the running and decision-making. The custodian trustee has no power in the administration and management of the charity. The custodian trustee merely holds the title deeds on behalf of the charity in perpetuity. FPC does not charge the VH for being custodian trustee.

(viii) The councillors are aware of the comments by the statutory consultees.

The Chair invited comments from the public on the application and he had been asked to read out an email he received from Jackie Payne. A member of the public emphasised that it was necessary from a planning perspective to look at the application as it was documented on the planning portal. He brought to the attention of the meeting the potential harmful runoff in an area close to Trinity Broads SSSI which is very vulnerable to run-off of debris and pollutants as detailed by Norfolk Wildlife Trust's response. The run-off would be due to an impermeable surface. Norfolk Constabulary has raised concerns but these were not addressed by the application (eg. security lighting and cars getting onto the playing field). The member of the public was also concerned about health and safety of pedestrians, in particular children and the elderly. Another member of the public mentioned an event last year when cars were impacted by heavy rainfall. Further detailed points were considered and debated:

- (i) Loss of green space and whether that was outweighed by the increased accessibility.
- (ii) Whether alternative materials to the rolled plainings were desirable.
- (iii) Whether rolled plainings were permeable.
- (iv) The capacity constraints of the existing car park.

After detailed debate and hearing a variety of views FPC councillors unanimously agreed to support the application. Whilst GYBC gives FPC the opportunity to support with conditions the councillors did not feel it was necessary to support it with conditions. It was felt that GYBC was best placed to consider any conditions in light of GYBC's SUDS policy whereby surface water needs to be disposed of at the point of origin and indeed any other conditions.

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.

FPC councillors discussed the evidence provided for the diseased tree. They agreed to support the application if GYBC obtained an arboriculturist report to show that the tree is either terminally diseased, dying, dead or dangerous. GYBC's tree officer would be able to determine this. If the tree is to be felled a suitable replacement tree should be planted in a prescribed location. All councillors in favour.

06/25/0455/TRE: Works to 4 trees on land off Tower Road, Fleggburgh NR29 3DW. FPC responded that as FPC is the applicant and promoter for these tree works, based on an arboriculturist's survey, it was not appropriate for FPC to comment as consultee.

b) Applications considered between meetings

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.

c) Decisions notified by Planning Authorities: None

7. Finance

a) The following payments were unanimously authorised by the councillors:

(i) Parish Clerk - Working From Home Allowance May, June, July 2025	£78.00
(ii) Glasdon UK Limited Red Plastic Dog Bin and Stickers for Rugg's Lane	£153.82
This item was withdrawn before the meeting as the amount had been reimbursed by Adrian Thompson of GYBC as part of his salary sacrifice. AT was thanked for this donation.	
(iii) Parish Clerk - HP Ink Printing 1 April 2025 to 23 June 2025	£19.50
(iv) 17 March 2025 Norfolk Parish Training & Support – Induction for Parish Clerk 1, 8 & 15 April 2025	£80.00
(v) Parish Clerk Salary from 1 April 2025 to 28 July 2025	£1512.15
(vi) Norfolk County Council re Replacement Bus Shelter	£1636.20
This item was approved after item 8a) below was discussed.	

b) To note the financial update 2025/26; bank reconciliation; receipts and payments since last meeting.

The Parish Clerk offered all present a one-page summary of the financial information to facilitate their appreciation of the points to be raised. The financial information is on a receipts and payments basis. It shows that FPC has received 50% of the precept and concurrent functions burial grounds payments from GYBC and a further 50% (£12,024) will be received in September 2025. Land rental and bank interest received are the other sources of income. As income has exceeded expenditure by approximately £9700 in the period, FPC's bank balances are just over £52,500 on 8th July 2025. A member of the public interjected and said that the impression had been given that FPC had £52,500 available to spend and that this was incorrect as £20,000 was a commuted sum for land maintenance. It was explained that what had been said was that the bank balance was just over £52,500 and that fact was correct. The member of the public was passed a copy of the detailed information showing the earmarked reserves. The member had declined to take a copy when originally offered, stating that the dissemination of such information was unusual. The councillors unanimously approved the financial update and bank reconciliation.

c) Renewal of Insurance Policy.

FPC has an insurance policy called Zurich Town and Parish Policy. The current policy expires on 21st August 2025 and therefore FPC needs to make a decision at this meeting on whether or not to renew with Zurich. Zurich's renewal premium received on 27th June 2025 was £412. Last year's premium was £313 and Zurich have told FPC that the 31% increase is due to claims experience in the sector. Notwithstanding that FPC has not made any claims, Zurich has refused to negotiate on this figure. FPC is in the 2nd year of a 3 year long term agreement with Zurich whereby they have applied in year 1 a discount as FPC committed to 3 years insuring with them. If FPC were to terminate its insurance with Zurich in August 2025 it would have to pay a penalty but Zurich has not been able to tell FPC what that penalty is. Also it is noted that the current policy needs to be updated for assets that are not included on the policy plant register such as the paddock fencing, and also FPC would need to update the plant register with Zurich for the gateway signs FPC is in the process of purchasing. In the context of the gateway signs FPC would need to insure 100% of the cost including the 50% part that NCC are funding under the Parish Partnership Scheme. Therefore it is likely that the premium would increase as a result.

However Zurich do offer a tailored policy for councils with a precept under £30,000. FPC qualifies for this as its precept is £21,747. The tailored policy also offers a plant reinstatement value of £50,000. Zurich recommends that FPC calculates this value but Zurich don't insist upon it. One imagines that in the event of a claim Zurich would ask to see the total reinstatement value of all FPC's assets. Given the current asset register FPC has and the updates that FPC knows it will have to make, it would seem that the reinstatement value would be less than £50,000 and therefore this policy would give added cover.

The tailored policy also appears to have appropriate levels of cover for public liability, employer's liability, fidelity guarantee, legal expenses and as noted above, asset reinstatement values. The excess per claim is also acceptable. The cost of this policy is £396 including IPT of 12%. The Parish Clerk recommends that FPC purchases and pays for this policy before the renewal date. The Parish Clerk also recommends that FPC updates its assets reinstatement value as this would be valuable evidence in the event of a claim. The Parish Clerk also recommends that FPC revisits all its risk management policies as Zurich would look at those in the event of a claim. To be clear, switching to this policy takes FPC out of the 3 year agreement but won't result in any withdrawal penalty. The councillors unanimously agreed to:

- (i) purchase the tailored policy for £396.
- (ii) approve the payment to Zurich.
- (iii) Update the reinstatement values of all insured assets.
- (iv) Ensure that the documented risk management policies were fit for purpose from Z's perspective.

8. Highways and Parish Assets

- a) Footpath extension and new bus shelter: Discussions with NCC Highways regarding feasibility and design study. Submission of grant application.

FPC has discussed the possibility of a new replacement bus shelter on Main Road A1064 with NCC. The current bus shelter cannot be reached by a footpath on that side of the road as it stands in isolation opposite the Kings Arms. The current bus shelter is also enclosed in such a way that bus passengers have to step out to see if a bus is approaching, and the bus driver cannot easily see whether there is somebody waiting at the bus stop. The entrance to the current bus shelter is not ideal for tall people. Therefore the discussions about a new bus shelter focussed on all these aspects. NCC has agreed to carry out a feasibility study to see whether the bus shelter can be relocated to a position equidistant from the current shelter and the end of the footpath on that side of the road. Such a location makes it easier for motorists heading towards Acle to pass a stopped bus as they are further away from the upcoming bend in the road and from the junction with Town Road. The proposed new location could potentially enable the existing footpath to be extended all the way to the new shelter. This would be beneficial to bus passengers using the village hall and to visitors to the burial ground. The design and feasibility study is being paid for by NCC. 80% of the new bus shelter costs would be met by NCC. This would leave 20% (£1636) to be funded by FPC. FPC is also exploring whether funding from other 3rd parties is available. To be able to continue the project FPC needs to commit to funding £1636 at this point in time.

The merits of a new-style shelter and the potential to move it to a new location connected by footpath were welcomed by the councillors. Councillor CM advised that the Filby Shed Shop would fund £1400 for this project and councillor AT agreed to fund £236 from his GYBC salary sacrifice. In light of these funding streams and the substantial benefits of the improved infrastructure the councillors unanimously agreed to approve a payment of £1636 representing FPC's contribution of 20% towards the new shelter. The councillors recorded their appreciation to both providers of funding.

- b) Update on Gateway Signs, Rollesby Road, Burgh St Margaret and Main Road, Clippesby.

Councillor KO is progressing this and is working with NCC officers to finalise both projects as quickly as possible.

- c) Update on the footways outside The Cottage, Main Road, Clippesby and Fleggburgh House, Main Road, Burgh St Margaret.

Clippesby: No update at this point in time.

Fleggburgh House: This small strip between the wall of Fleggburgh House and the white line of the A1064 enables pedestrians and cyclists to continue their journey between Fleggburgh and Filby without being in the main carriageway. This stretch is important as there is a continuous offroad route between Fleggburgh and Filby.

Analysing the current position identifies two problems:

- (i) The ground needs to be cleared of any weed growth and debris. NCC Infrastructure Highways has allocated cleaning of this section to a contractor. Current expected completion is end of August 2025.
- (ii) Some shrubs, bushes and small trees within the property overhang at a height which makes it difficult for cyclists and pedestrians to pass easily. Justin Le-May (NCC Highways Engineer) recommends that FPC contacts the owner of the property to see if the owner is willing to remove the overhangings to enable people to pass safely. This could be done by calling on the owner and asking them, or by sending them a letter to explain. The informal letter is intended as a polite approach in the hope that the owner will appreciate the issues.

The letter should in no way be seen as an authoritative approach by FPC but simply as a means of opening a dialogue and quickly resolving the problem in a friendly way. Justin Le-May has provided template letters.

Parish Clerk recommended that in the first instance either he or a councillor visit the property to discuss how we can work together. Councillor AT agreed to make contact with and visit the owner. The councillors authorised this approach.

d) Update on double yellow lines at Town Road/Main Road.

Councillor AT updated the meeting and said that this project has been progressing for the last 6 months but it is expected to take another 12 months to complete.

9. To receive reports from Councillors and Outside Bodies

- a) Village Hall Representative: Councillor CM had attended a recent VH meeting. The VH is exploring the process with HM Land Registry of registering the title. The financial impact of the car park cost of £20,000 is manageable. Painting of the VH fascia and portacabins is underway.
- b) Footpath Wardens: Councillor KO reported that since the last meeting three volunteers have come forward and each had taken on a roll as footpath warden. This was fantastic news and the councillors unanimously agreed to write to the three individuals to thank them for their interest and their efforts to date. Since offering to volunteer they had been fully briefed by councillor KO; they had walked all the footpaths and produced a detailed report which councillor KO read to the meeting. Councillor KO asked, if councillors agreed, that the Parish Clerk contacts all the landowners involved with footpaths 11 (Marsh Lane), 7, 12 and 14 to ensure that the rights of way affecting their land ownership remain passable at all times.

10. Items for Next Agenda

- 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 and speeding on Tower Road
- g) Neighbourhood Plan
- h) Burial Ground Maintenance Decision

11. Date of Next Meeting: Wednesday 17 September 2025 7.30pm at Fleggburgh Village Hall

However, as discussed above, a further meeting in early September should be arranged to make a decision on the maintenance of the burial ground in light of discussions with GYBC in August 2025. The councillors are looking at how best to schedule one or two September meetings given that the burial ground decision needs to be communicated to GYBC by 8th September 2025.