

# THESE MINUTES WERE APPROVED AT THE FPC MEETING ON 14 JANUARY 2026

## FLEGGBURGH PARISH COUNCIL(FPC)

*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

### MINUTES OF MEETING 19 NOVEMBER 2025

**All Members of the Council were summoned on 13 November 2025 to attend this meeting. 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), Christine Merritt (CM), Parish Clerk Paul Johnson (PJ)

**Present:** 2 members of the public for entire meeting. A third member joined during the meeting.

#### 1. To consider apologies for absence

Adrian Thompson (AT) had given the Clerk his apologies due to unforeseen 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
- f) AT 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 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 Wednesday 17 September 2025 and authorise the Chair to sign to evidence approval.

These draft minutes were posted on the FPC website after the meeting and comments invited from Councillors. Item 6 a) involved a presentation from Jackie Payne (Chair of FVH) about the progress of the car park extension. One comment was received in respect of item 6 a) from Adrian Thompson. Adrian had noted, when this item was being discussed at the meeting, that Filby Post Office was regularly hosted by FVH and that Filby Post office customers utilised the car park. This disclosure was not reflected in the draft minutes. It is proposed that the draft minutes are amended to reflect this.

Subject to this addition the minutes were approved by all the Councillors as an accurate record, and the meeting authorised TG to sign as evidence of their 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. No comments were made by members of public present.
- b) County / Borough Councillors & Police. None were present. However, since the last FPC meeting the Clerk had exchanged correspondence with PC Callum Ball.

The clerk had advised PC Ball that nails had been deposited on the road at the junction of Westfield Close and Town Road. An Antisocial behaviour report to the Police had been made to the Police. PC Ball had commented to the Clerk "I have already been made aware of the problem. I have conducted sporadic patrols of the area and not seen anyone acting suspiciously. Damaged vehicles should be reported to the Police via 101. It is important these reports are made as they direct police resources".

## **5. Projects in Progress - Updates**

### **a) Burgh St Margaret Closed Churchyard on Village Hall side of A1064**

Whilst FPC is no longer responsible for the upkeep of this Churchyard FPC nevertheless wants to ensure that GYBC maintains the Churchyard to a high standard.

On 31 October 2025 the Clerk wrote to Miranda Lee, Head of Customer Service, Health & Communities, GYBC stating:

*"Previously you said that you hoped the work on the trees and the memorials would be starting in October. Please let me know progress so that I can keep the Councillors informed. Whilst writing FPC has arranged volunteers to tidy up the ground (remove nettles, fallen branches etc) in order to make the area as welcoming and accessible as possible to visitors; especially as there is an increased footfall coming up to Christmas. The volunteers' work has already made a difference to the underfoot environment, enhancing accessibility to all areas and memorials. Is it possible that your team, when it undertakes your work, can remove off site or deal with as wood chippings any arisings from the volunteers' work. It would be much appreciated and benefit the look of the area."*

GYBC responded:

*"I can confirm our Property & Asset Team have placed the work order with GYS to undertake the works Unfortunately as this is extra work that currently sits outside of our operational plan with them it needs to wait for appropriate resources to become available. Thank you to the volunteers for undertaking some clearance work. The team from GYS will definitely be able to remove any arisings that are left on site. As soon as I have a date I will confirm."*

The Clerk noted that nothing has been heard since 21/10/2025. The Clerk proposed that he would revisit with GYBC on 30/11/2025 if nothing has happened by then. DF commented on the significant successful contribution of the volunteers carrying out work on the first Saturday of each month. The Councillors recorded FPC's thanks to all volunteers for their support. The Councillors agreed that the Clerk should engage with GYBC to ensure all the identified work is completed by GYBC.

### **b) Bus shelter on Kings Arms north side of A1064 Main Road, Fleggburgh**

At the last meeting the desirability of a bus shelter on the Kings Arms side of A1064 was expressed. The Clerk handed out a photo of the proposed bus shelter which could be accommodated in the limited pavement width at the current location. FPC has tried to obtain external funding of £923 noting that advertising space could be available. At this point in time no sponsorship or potential advertising has been agreed. The Clerk has submitted an application for a street licence and this is being considered. If the Councillors agree to fund the £923 FPC will apply for the funding of £3692. Attempts for external funding advertising would still be able to be pursued. It was proposed and agreed by the Councillors that FPC should proceed with this shelter notwithstanding the potential shortfall. FPC will continue to identify a potential funder for the £923 shortfall.

### **c) Funding applications and proposals**

Unity Bank Impact grant £5,000 submitted. Outcome awaited.

Electrical Safety Grant awarded £1,000. Councillors agreed that FPC review terms and conditions and if felt appropriate to draw down grant. Grant of £1,000 covers 100% of costs FPC incurs. Grant to be used to support drop-in sessions enabling residents to have portable electrical items tested for safety.

National Lottery Fund: Climbing wall £7,500 and target shooting practice wall £7,500. FVH assessed insufficient space to accommodate and an application was not pursued.

National Highways (NH) Social and Community Funds: projects being identified at Village Hall, at Church, bus shelter support, and power tools to assist volunteer groups. Councillors agreed that Clerk would contact NH and pursue an application for funding.

**d) Neighbourhood Development Plan Review**

Working Group meeting scheduled for Thursday 20th November 2025 to review the draft plan and the statement of changes. Councillors supported this progress.

**e) Footpath extension and new bus shelter on Village Hall south side of A1064 discussions with NCC Highways regarding feasibility and design study**

DF reported that he has experienced significant difficulties contacting the NCC Project Manager to ensure progress is on track. Councillors supported that DF progresses contact.

**f) Gateway Signs: Rollesby Road, Burgh St Margaret and Main Road, Clippesby**

KO reported that he has experienced significant difficulties contacting the same NCC Project Manager to ensure progress is on track. KO reported the following detail. The latest correspondence from Locality Designer, NCC Highways dated 17th November 2025 stated – “The gateways for Rollesby Road have turned up. NCC are currently awaiting the gateway to turn up for Main Road then NCC will arrange a date for them all to be installed together, as well as moving the existing gateways for Clippesby”. KO noted that he has raised the following 3 questions with the NCC Officer:

- i) “Rollesby Road gateways. Installation was previously advised to be by the end of November 2025. Does NCC have an installation date?
- ii) Main Road, Clippesby gateway. NCC’s email infers this has been ordered. FPC has not seen or signed off any artwork/schematic. Has this been ordered without approval of any artwork or schematic?
- iii) Existing gateways, Clippesby. This is not simply moving the existing gateways. FPC has requested a larger font for the nameplate. At this time no artwork or schematic for this change has been seen or signed off by Fleggburgh Parish Council. When can this be submitted?”

KO is awaiting a response and Councillors agreed that KO should continue to chase to finalise the gateways.

**g) Double yellow lines at Town Road/Main Road**

GM reported Blue Light and other key stakeholders including GYBC Cllr Andy Grant had approved documentation. TRO drafted and on track for public consultation. Exact date not capable of prediction. GM to keep a watching brief and intervene if necessary. However, all NCC officers progressing efficiently and no intervention expected to be necessary. Councillors agreed this approach.

**h) Purchase of bike racks for 10 bikes at Fleggburgh Village Hall**

Fully funded - due to be installed in early December at FVH. Noted.

i) **Project to register the land at Fleggburgh Village Hall and recreation ground**

Extensive search of Clerk records to find title deeds has failed to find deeds. Clerk is to visit Norfolk Archives at NCC County Hall to see if either the deeds or evidence to support FPC ownership exists. FPC does have copy of Conveyance from 1947 without a location plan. With deeds FPC can apply for Title Absolute. Without deeds FPC can only be granted Possessory Title and process is more complicated and expensive. Councillors agreed this work should continue.

**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.**

Condition number 5 of work approved required photos of trees are sent to GYBC after works have been completed. KO provided these on 25/10/2025. GYBC Case Officer Katherine Brumpton replied on 14/11/2025 that she was awaiting advice from arboriculturalist. This was not felt to be an issue as KO had met GYBC Tree Officer David Riddles on site after work completed and no concerns were raised by David Riddles. Councillors agreed Clerk to monitor progress.

**7. Finance**

- a) All the following payments were authorised by the Councillors except for 3 payments asterisked\*\*

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
Payne's Horticultural Services invoice 1/11/2025 grass cutting	£1,100.00
HMRC PAYE Income Tax 1 to 31 October 25	£74.60**
Parish Clerk Salary for November 2025 gross (payable 30/11/25)** <b>note 1 below</b>	£596.38**
Parish Clerk Salary for December 2025 gross (payable 31/12/25)** <b>note 1 below</b>	£596.38**
<b>Note 1</b> Income Tax/PAYE to be calculated when payroll processed, and resultant amount payable to HMRC will reduce amount payable to Clerk.	

- b) The financial update for 2025/26; bank reconciliation at 10/11/2025 was noted. These were noted and approved by the Councillors
- c) The Councillors approved and authorised the Clerk to attend 'Dealing with FOI Requests' and 'AGAR Assertion 10 Digital and Data Compliance' training sessions run by Norfolk Parish Training & Support – total cost £88.

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

All dates noted and approved by the Councillors

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

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

## **9. FPC received reports from:**

- a) FPC's Village Hall Representative. CM was unable to attend and would suggest a substitute if this situation arises in future to ensure continuity of her input. Councillors agreed this approach would be beneficial.
- b) FPC's Footpath Wardens. All PROW have been walked between the 3 footpath wardens. Except for FP11 (Marsh Road - A1064) which remains overgrown, it is encouraging to say that the remainder of paths are in good, usable condition. Special thanks go to Barry Marshall who cleared a fallen tree from FP9, adjacent to Broad Farm Holiday Park. FPC would also like to remind all users to clear up after their dogs, as the issue of fouling persists on several paths. FP11 will be reported to NCC Highways. The Councillors noted and agreed this coverage and recorded their thanks to all Footpath Wardens. The Clerk was asked to report the overgrowth along Ruggs Lane to NCC Highways/PROW team.
- c) FPC's SAM (Speed Awareness Monitoring) Team. All reports since early 2023 are now uploaded to the FPC website and reports for October 2025 are due to be submitted. Currently some analysis regarding trends in respect of traffic volumes is being undertaken. The Councillors noted and approved these analyses. The Councillors recorded their thanks to the SAM Team.

## **10. The following Future Work Streams were noted by the councillors**

- 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**

Whilst the detail of projects in progress was contained in these minutes it was felt that it would be beneficial to inform residents of developments on the FPC website page and on the FPC Facebook page. The Councillors agreed to enhance communications in this way and would monitor any feedback from stakeholders. It was agreed that the Clerk would implement this.

## **12. Next Meeting**

As noted in 8. above the next FPC meeting is on 14 January 2026 and starts at 2.30pm in Fleggburgh Village Hall.

## **13. Exclusion of press and public**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the chair of the meeting decided to exclude the press and public during consideration of the following item due to the confidential nature. The Councillors considered and agreed the Terms of Contract of Employment of the Parish Clerk.

## **14. Conclusion of Meeting**

The meeting on 19 November 2025 concluded at 4.10pm.