

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

To All Councillors: You are hereby summoned to attend a meeting of Fleggburgh Parish Council on **Wednesday 8 July 2026, 7pm 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. Please note printed meeting papers are not available at this meeting.

AGENDA FOR 8TH JULY 2026

A supporting information - see link on FPC website 'Agendas and Minutes'

B supporting information - see link on FPC website 'Our Accounts for 2026/27'

Signed *Paul Johnson* Paul Johnson 1 July 2026

1. To consider apologies for absence.

Apologies received from Cllr David Flowerdew.

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

See Note to Councillors **A**

3. To approve the minutes of the meeting held on 13 May 2026 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. Please note this is a meeting in public and is open to public and press. It is not a public meeting.

b) County / Borough Councillors & Police.

5. Projects in Progress – Updates

There are a number of projects in progress. Updates are given on the FPC website under the 'News' tab.

To consider an offer of help to register FPC's custodian trusteeship.

6. Finance

a) To authorise the following payments: **A**

Parish Clerk Working from Home Allowance June and July 2026	£52.00
Parish Clerk Salary payable 31 July 2026**	£597.98
Parish Clerk Salary payable 31 August 2026**	£597.98
Greenbarnes Limited New Noticeboard Inv 20171; 17 June 2026	£1,803.55
HP Printing Ink supplied by Clerk May and June 2026 (total £48.99)	£30.00
Reedsafe PAT Testing 6 June 2026	£125.00
Experian Limited 11 June 2026 Business Report	£29.99
Westcotec Limited Inv 17950 16 June 2026	£9,817.20
Westcotec Limited Inv 17951 16 June 2026	£5,538.00
Payne's Horticultural Services 16 June 2026 50% contract costs	£1,622.00
Zurich Insurance Company Ltd (see 9. Below)	£396.00

**HMRC PAYE and NIC will reduce amount payable to Clerk.

- b) To note and approve the Summarised Receipts and Payments for the 3 months ended 30 June 2026; Bank Reconciliation at 30 June 2026, and the Fixed Asset Register at 30 June 2026. **B**

7. Planning Applications between meetings

Councillors to note the two applications between meetings and to discuss a new application. **A**

8. Fleggburgh Village Hall Car Park

To consider proposals for enabling the construction of the car park. **A**

9. Zurich Insurance Renewal year beginning 22 August 2026

To consider approval of policy renewal for £396 (paid £396 August 2025, budget £750). **A**

10. To receive reports (if any) from:

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

11. FPC Lenovo Laptop

This laptop has ceased to function effectively. It is extremely slow and impossible to use WIX software to edit the FPC website. The screen periodically turns pink with vertical lines making it impossible to read the screen. To consider purchasing a replacement HP laptop for £424.15. Current Lenovo laptop was purchased for £428 in December 2017. Councillors are asked to approve the purchase and to approve an application of a grant to fund some or all of the cost.

12. To consider and adopt the following Model Policies replacing existing versions:

- a) Financial Regulations (suitable for a Council with >£25,000 receipts/payments) **A**
- b) Standing Orders **A**
- c) Risk Assessment – Volunteers Groundworks **A**

13. To consider and approve a change in the Parish Clerk's contracted hours.

14. Next Meetings: 9 September 2026 at 7pm and 11 November 2026 at 7pm – Fleggburgh Village Hall.

15. To consider a resolution to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss any confidential matters (at the time of issuing the agenda no such matters are envisaged):

FPC Standing Order 20(b) states:

Under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public can be required to leave if the council decides that the item is of a confidential nature for one of the following four reasons:

- i. engagement, terms of service, conduct and dismissal of employee*
- ii. terms of tenders and proposals and counter proposals in negation for contracts*
- iii. preparation of cases in legal proceedings*
- iv. the early stages of any dispute*

It will be considered by Councillors at this meeting whether the press and public's exclusion from agenda item 14 shall be by the following resolution which shall give the stated reasons for the press and public's exclusion:

'In accordance with the Public Bodies (Admission to Meetings) Act 1960 it would be prejudicial to the Public Interest by reason of the confidential nature of the business to be transacted, the meeting resolves that the press and public will be excluded whilst agenda item 15 is discussed'.

16. Meeting Close