

THESE MINUTES ARE DRAFT UNTIL APPROVED AT THE FPC MEETING ON 13 MAY 2026

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 11 MARCH 2026

All Members of the Council were summoned on 5 March 2026 to attend this meeting. The Police, public and FPC's linked borough and county councillors were also invited. The meeting began at 2.30pm and concluded at 4.20pm.

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

Present: 3 members of the public joined at the start of the meeting. A further member joined during the meeting and another member left during the meeting.

1. To consider apologies for absence

Cllrs Terry Gammans (TG) and Christine Merritt (CM) had sent their apologies to the Clerk. They were unable to attend as they had other commitments. It was unanimously agreed that DF would chair the meeting in TG's absence.

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 (FVH&PF)
- b) AT is a GYBC councillor (dual-hatted)
- c) CM is a committee member of FVH&PF as FPC's representative
- d) TG is a trustee of Billockby & Burgh Lands Trust
- e) 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 have asked for and been 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. In particular it was noted that AT has disclosed a pecuniary interest in his Register of Interests form. This relates to his ownership of Filby Post Office which operates weekly from FVH. As explained in the agenda to this meeting this interest must be declared and AT should leave the room while matters relating to FVH are dealt with. AT had asked for a dispensation from the Chair (DF) to be able to stay in the room whilst FVH matters were being discussed. He confirmed that this pecuniary interest was immaterial to him. After consideration DF had noted that the provision of Post Office facilities was primarily for the benefit of those residents unable to get to Filby who might otherwise be disadvantaged by mobility or other difficulties. DF believed that AT's input to and understanding of the FVH situation would assist all parishioners in both the short and longer term. Therefore DF granted dispensation requested by AT to remain in the room for discussions relating to FVH.

3. To approve the minutes of the meeting held on 14 January 2026 and authorise the Chair to sign to evidence approval.

Draft minutes including the Final Authorised Budget for 2026/27 had been made available to all Councillors on 15 January 2026. No amendments had been proposed. The draft minutes had been posted on the website a week after the meeting.

All were in favour of their approval as a true record of the meeting, and the Chair was authorised to witness this approval by signing the minutes at the meeting. The website will be updated to change the status from "draft" to "approved".

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.

The Chair of FVH&PF requested the opportunity to speak and was invited by DF to speak. She asked whether FPC would continue to work with FVH. She also asked whether FPC supported the car park extension. DF responded that FPC would continue to make every effort to work with FVH for the benefit of all parishioners and DF hoped that today's meeting would demonstrate this. Finally she mentioned that 2 parishioners had told her they preferred evening meeting start times. DF said that the start time of meetings was constantly under review by the Chair.

James Bensly (GYBC Councillor East Flegg Ward) asked to speak. He introduced himself to the meeting. He is standing for election as a County Councillor on 7 May 2026. He mentioned his background and outlined the practical improvements that he had contributed to in local parishes. He had been supportive of the double yellow lines project. He explained that the model for local government reorganisation in Norfolk would be decided in the next month. Different options were on the table ranging from one combined council in Norfolk to a greater number, possibly three.

b) County / Borough Councillors & Police.

PC Callum Ball was on leave until 12 March 2026. Andy Grant (GYBC Councillor West Flegg Ward and NCC Councillor West Flegg) was not present and had forwarded no comments. AT (GYBC Councillor Fleggburgh Ward) commented on the double yellow lines in Fleggburgh, the Parish Partnership Gateway signs, and surface water flooding on A1064 opposite Rye Gardens.

5. Projects in Progress – Updates

There are a number of projects in progress detailed below. Updates are given on the FPC website (fleggburghparishcouncil.co.uk under the 'News' tab). Councillors noted the following developments:

- a) Burgh St Margaret Closed Churchyard on Village Hall side of A1064: Significant progress in clearing. No tree work to date by GYBC. The volunteer group was planning to burn the significant waste pile they had created. The group undertakes work on the first Saturday of each month at 9.30am.
- b) Bus shelter on Kings Arms north side of A1064 Main Road, Fleggburgh: Installation date awaited from NCC.
- c) Funding applications and proposals:
 - i) Resurfacing FVH existing car park and building new extension car park

On 28 January 2026 FPC submitted a pitch for funding to resurface the existing car park and build a new extension car park. On 2 March 2026 FPC received the following response from the potential funder:

"Thank you for this comprehensive summary. We have discussed the opportunity internally and would be pleased to support the project, in line with the criteria set out in your email, by providing funding. Please share the total scheme cost together with a breakdown of the proposed funding contributions."

On 6 March 2026 FPC documented the total costs and documented the request for funding. It was stressed that both the amount and the proposed funder are confidential information and commercially sensitive, and could not be disclosed to any third party at this stage.

FPC noted the pitch and response, and await the next steps. DF felt that this demonstrated FPC's support of FVH for the benefit of all parishioners. FVH Chair was asked for any observations. FVH Chair had some reservations but noted the above. A contractor shared his views on the car park extension.

- ii) Grant application received

On 5 March 2026 FPC received a grant application form from FVH for £1650 in respect of grass cutting road side in front of FVH and in the children's playground. This year's application represents a 25% increase on the previous year's grant due in part to an extension of the area to be cut to include in front of the bowling green. FPC asked for the 2026 Management Accounts from FVH being 2 months actual and 10 months forecast. FVH was not willing to share this information. FPC's grant policy is stated on the FPC website: *"FPC reserves the right to request any further information that it deems necessary to assist the decision-making process, and grants will only be paid upon receipt of requested supporting documentation."*

There was a brief discussion about why it was not acceptable for FVH to utilise the Community Payback Team who would do the work free of charge, and whether another alternative would be for Filby Wanderers football team to cut this area. Following discussion it was confirmed that FPC rejects the grant application. The Chair of FVH confirmed that FVH would withdraw the application.

- d) Neighbourhood Development Plan Review: A large number of consultees had responded. GYBC had been granted an extra week to respond. KO confirmed that the CCP invoices to be authorised under Section 7 would cover the totality of their work up to submission to GYBC.
- e) Footpath extension and new bus shelter on Village Hall south side of A1064 discussions with NCC Highways regarding feasibility and design study: No date confirmed by contractor at this point in time. FPC had previously been told it would be March 2026.
- f) Gateway Signs: Substantial progress but final knockings being progressed.
- g) Double yellow lines at Town Road/Main Road: Completed. Cllr GM had thanked Justine Venn for her attention throughout the project. All Councillors appreciative of her help.
- h) Registration of the land at Fleggburgh Village Hall and recreation ground: Work in progress but delayed by more time-critical matters discussed elsewhere in these minutes. The Clerk noted that, as recorded in FPC's minutes of September 2025, Simper Law Ltd (solicitors) had responded to FVH&PF as follows:

"In order to register the land it will have to be registered in the name of the Parish Council. Simper Law Ltd would need to act on behalf of the Parish Council as they appear to be the current owners".

It was also noted that on the Charity Commissioners website the charity (FVH&PF) does not own and does not lease any property.

- i) Electrical Safety drop-in sessions for PAT testing: All reminded of this opportunity and asked to spread the word. The PAT tester had offered to visit householders within the parish if they had electrical garden equipment such as mowers, strimmers, hedgecutters etc. that were too bulky to bring to the VH.
- j) Road repairs identified at 14 January 2026 FPC meeting: At 14 January meeting it was noted that the Clerk had reported numerous potholes in Town Road, one pothole in Rollesby Road, the flooding on the corner of Town Road and Main Road outside the Kings Arms, and the flooding of the A1064 opposite Rye Gardens. NCC Highways had responded to reports made by the Clerk as follows:
 - i) Rollesby Road between Town Road and Tower Road was earmarked for complete resurfacing but no date for this work had been given.
 - ii) NCC Highways would be writing to the owner of the Wesleyan Chapel on Rollesby Road to cut back the overgrown hedge.
 - iii) NCC Highways had agreed to jet out the soakaways and gullies in the 2 flooding areas noted above.
- k) New project - Refurbishment of Village Sign outside Fleggburgh Village Hall: A local joiner had been asked to quote for repairs to the noticeboard as a new noticeboard would cost £1000. The same joiner had been asked to suggest how the Burgh St Margaret village sign could be refurbished. In addition it was agreed to resurrect a past proposal to refurbish the Clippesby village sign.

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: FPC is still waiting for GYBC to discharge this condition. All the tree removal work is complete.

7. Finance

- a) **The following payments were unanimously approved by all Councillors:**

Parish Clerk Working from Home Allowance February 2026 and March 2026	£52.00
Parish Clerk Salary payable 31 March 2026*	£597.98
Parish Clerk Salary payable 30 April 2026*	£597.98
Parish Clerk Printer Ink supplied	£13.00

Collective Community Planning Ltd Neighbourhood Plan Review:	
Invoice 0836 4 December 2025 inc VAT	£1,890
Invoice 0853 23 February 2026 inc VAT	£1,890
Reed Safe PAT testing 14 February 2026 invoice 4661 (2 drop-in sessions 14/2, 14/3)	£244.25
Fleggburgh Village Hall Room Hire (meetings) invoice 3 March 2026	£80.00

**Income Tax/PAYE to be calculated by HMRC when payroll processed, and resultant amount payable to HMRC will reduce amount payable to Clerk.*

- b) **The Councillors noted and approved the financial update for the 11 months ended 28 February 2026 and the bank reconciliation at 28 February 2026.** It was noted that this financial update had been uploaded onto the FPC website along with the 2026/27 budget which was approved at the FPC meeting on 14 January 2026.

The Councillors discussed in detail and unanimously approved quotations for footpath maintenance, cemeteries grass cutting and internal audit as explained below:

i) Footpath Maintenance

FPC examined footpaths that have historically been maintained by FPC and NCC. The NCC work performed is felt to be inferior as it is less frequent and only cuts ground vegetation. NCC does not cut overhanging bushes. FPC has been offered a one-year service delegation agreement by NCC whereby if FPC undertakes all the NCC work scheduled for 2026 then NCC will pay FPC £1074.

Having requested competitive supplier quotations the contract was awarded to Supplier 1 who gave a fixed fee for 3 years (ie. 2026, 2027 and 2028). The Clerk was also authorised to sign a one-year service delegation agreement with NCC for a negotiated amount. The resulting net cost of footpath maintenance is in line with FPC's budget.

ii) Cemeteries Grass Cutting

The Clerk had attempted to obtain 9 quotations for grass cutting at the 2 cemeteries. 7 quotations had been received. **FPC agreed to select 2 suppliers for the grass cutting work following a vote on the options.**

iii) Internal Audit

As last year FPC is required to have both an internal and external audit. The external audit is arranged by central government and this year will be PKF Littlejohn. The Clerk sought 3 quotations for the internal audit work. All 3 potential suppliers had extensive practical experience, existing internal audit contracts and suitable qualifications. One of the suppliers was unable to quote. **FPC unanimously authorised the appointment of one supplier.**

- c) The Clerk's email address and FPC's website address both need to change to a gov.uk address to comply with guidance and enhance security with an owned domain. The new names will be **clerk@fleggburghparishcouncil.gov.uk** and **www.fleggburghparishcouncil.gov.uk**. 2 suppliers were approached. Supplier 1 proposed establishing a new website to replace the WIX website. Supplier 2 offered a free licence which is available to parish councils to switch to gov.uk domains. This supplier's proposal enables FPC to keep the existing WIX website. It was noted that FPC has paid WIX £216 on 15 September 2024 for using the WIX website for 3 years to 15 September 2027 (Premium Plan). It was also noted that FPC has paid WIX £14.50 annual fee on 15 September 2025 for a period to 15 September 2026. Under Supplier 2 option once FPC starts to use the new gov.uk domain names these additional options can be considered:

- i) 10GB of email storage: £24/year
- ii) Cloud storage and document editing: £42/year
- iii) Switching all Councillors to a gov.uk email address: £360/year

In conclusion the Councillors agreed to authorise the acceptance of Supplier 2 option as this did not involve any additional expenditure. However the need for any additional features would be kept under review and a decision whether to continue with WIX would be made before the termination of the existing Premium Plan on 15 September 2027.

- d) The councillors noted the approval from GYBC for the Precept for 2026-27 £22,800 and Burial Grounds Work £2,300.

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

13 May 2026 8 July 2026 9 September 2026 11 November 2026

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

9. The Councillors noted that there were no reports in respect of the following items:

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

10. Future Work Streams

The Councillors agreed that the future work streams below would be examined by KO with the exception of f) below which would be examined by the Clerk as part of the financial year end procedures.

- 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
- g) Review of FPC Grants Policy

11. Items for Next Agenda