

THESE MINUTES ARE DRAFT UNTIL APPROVED AT THE FPC MEETING ON 8 JULY 2026

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

All Councillors were summoned on 7 May 2026 to attend a meeting of Fleggburgh Parish Council on **Wednesday 13 May 2026, 2.30pm at Fleggburgh Village** Hall and as detailed in the agenda issued on 7 May 2026 the following business was transacted. Members of the press and public were invited to attend. Two members of the public attended this meeting.

1. Election of Chair

Cllr Terry Gammans mentioned that there were 3 Councillor vacancies, or 4 remembering that Cllr Adrian Thompson had kindly agreed to be co-opted. In past years the turnover of Councillors and Clerks had been significant, but a stabilised team of Councillors and a Clerk have been in post for some time. It was hoped that members of the public, particularly from a younger age group would apply to join the PC. This will be encouraged.

FPC had achieved significant improvements in the public realm in the last year; two new bus shelters, an extended footpath and double yellow lines on Main Road and Town Street. These projects had attracted circa £100,000 of external funding.

Cllr Gammans was willing to continue as Chair and this was unanimously supported. It was resolved that Cllr Gammans be elected as Chair.

2. Election of Vice Chair

It was resolved unanimously that Cllr David Flowerdew be elected as Vice Chair. Both Chair and Vice Chair emphasised that all Councillors should seek to identify transformational projects and associated external funding to improve the public realm. If achieved it will be very rewarding for the existing Councillors and any new recruits.

3. To consider apologies for absence

Cllr Christine Merritt had informed all Councillors that she was unable to attend due to prior commitments.

4. Declaration of interest for items on the agenda and applications for dispensation excluding Agenda Item 14.

The Councillors had noted the pre-meeting advice namely:

“You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects:

- *your well-being or financial position*
- *that of your family or close friends*
- *that of a club or society in which you have a management role*
- *that of another public body of which you are a member to a greater extent than others in your ward.*

You must declare a Personal Interest but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.”

As a result it was noted that:

- a) FPC is the custodian trustee of Fleggburgh Village Hall and Playing Fields (FVH&PF)
- b) Cllr Adrian Thompson is a GYBC councillor (dual-hatted)
- c) Cllr Christine Merritt is a committee member of FVH&PF as FPC's representative
- d) Cllr Terry Gammans is a trustee of Billockby & Burgh Lands Trust
- e) Cllr Adrian Thompson 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 Councillors 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 with the exception of Cllr Adrian Thompson's pecuniary interest.

The Chair confirmed that these dispensations have been approved. However Cllr Adrian Thompson's pecuniary interest means that he has to leave the room when matters concerning FVH are discussed.

5. The Councillors unanimously approved the draft minutes of the meeting held on 30 April 2026 (before public was excluded) and authorised the Chair to sign to evidence approval with the following amendment to the draft:

Item 5 b) in the minutes of meeting 30 April 2026 reads "*The confidential reports and matters were discussed and approved by FPC Councillors after the public and press and Cllr Adrian Thompson had left the meeting*". They are not published on the FPC website.

6. 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. A member of the public recorded thanks for the work in the graveyards.
- b) County / Borough Councillors & Police.

County: The Clerk had contacted the recently elected County Councillor Jason Hughes on 10 May 2026. Jason confirmed he would make an effort to attend FPC meetings. On 13 May 2026 he had commitments at County Hall. His concern was speeding on the A1064 and he supported average speed cameras to address this.

Borough Councillor: Cllr Adrian Thompson felt that average speed cameras might be too expensive. He felt that reduced and simplified limits would help; possibly 30mph in Billockby, Fleggburgh and Filby, and 50mph on other stretches. Results of recent Speedwatch awaited.

Local government elections have resulted in 'No Overall Control' at NCC.

Police: PC Callum Ball was on holiday. It is hoped that the quarterly Police/Community Meeting would take place at FVH on 16 July 2026 at 6pm.

7. Projects in Progress – Updates

There are a number of projects in progress detailed below. Updates are given on the FPC website (fleggburghparishcouncil.gov.uk under the 'News' tab). Any material developments will be brought to attention of this meeting.

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

A planning application 06/26/0108/TRE for works to TPO protected trees had been noted. FPC resolved to support the application, advise GYBC that it had not been consulted and advise GYBC that the application form incorrectly shows the landowner as GYBC whereas St Margaret's Church is the landowner. GYBC had also not informed the landowner about the proposed works on the church's land.

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

No update.

c) Neighbourhood Development Plan Review

Cllr Osborne introduced this topic. It was resolved to approve the following:

- (i) Neighbourhood Plan Regulation 15 Version
 - (ii) Statement of Modification Proposals
- d) Footpath extension and new bus shelter on Village Hall south side of A1064
No update.
- e) Gateway Signs: Rollesby Road, Burgh St Margaret and Main Road, Clippesby
No update.
- f) Double yellow lines at Town Road/Main Road
No update.
- g) Registration of the land at Fleggburgh Village Hall and recreation ground
No update.
- h) Migration to new gov.uk website address for FPC and Clerk email address.
Completed at no cost.

8. Finance

- a) The Councillors unanimously approved the following payments noted in the agenda:

Parish Clerk Working from Home Allowance April 2026 and May 2026	£52.00
Parish Clerk Salary payable 31 May 2026*	£597.98
Parish Clerk Salary payable 30 June 2026*	£597.98
Norfolk Parish Training and Support invoice 30601 1 April 2026(i)	£273.60
Norfolk Parish Training and Support invoice 30360 6 February 2026(ii)	£49.92
Hoveton Village Hall & Recreation Ground 30 April 2026	£46.50
Fleggburgh Village Hall 1 May 2026	£60.00
Norfolk Association of Local Councils Membership	£279.67
Greenbarnes Limited New Noticeboard 24 April 2026 (Order 32739/3 invoice to follow before delivery)	£1,803.55
Subsistence PAT Testing 14 March 2026	£15.00
Dog Waste Sacks – invoices to be reimbursed to Clerk (online order)	£56.89
HP Printing Ink supplied by Clerk	£15.00
Reedsafe PAT Testing 6 May 2026	£120.00

**HMRC will reduce amount payable to Clerk.*

(i) Membership 1 April 2026 to 31 March 2027

(ii) Training course

In addition the following payments were approved:

11 May 2026 Sarah Hunt Internal Auditor invoice	£175.00
Fleggburgh Village Hall room hire*	£80

*On 8 May 2026 the Clerk invited FVH to invoice £80 for additional room hires. When the invoice is received for £80 payment will be made.

- b) The Councillors noted and approved the Receipts and Payments summarised for the 12 months ended 31 March 2026; bank reconciliation at 31 March 2026. These are posted on the FPC website.

- c) The Councillors noted and approved the itemised Receipts and Payments and bank reconciliations for March 2026 and April 2026. These were detailed in Appendix 1 to the agenda and Appendix 1 to these minutes.
- 9. a) The Councillors received and noted the Annual Internal Audit Report (AIAR) which was concluded on 11 May 2026 by Sarah Hunt. The AIAR is posted on the FPC website. The explanations for the 'No' answers were discussed in detail by the Councillors and the Clerk's explanations to the External Auditors. These are on the FPC website. It was resolved that the Clerk's explanations were approved.
- b) The Councillors completed and approved the Annual Governance Statement (Section 1) (AGS) for 2025/26. The AGS is on the FPC website. The 'No' answers had been fully discussed (see above). All in favour.
- c) The Councillors considered and approved Section 2 Accounting Statements 2025/26. This form was included in the agenda papers and is on the FPC website. All in favour.

10. Dates for FPC meetings for 2026. All meetings to commence at 7pm.

8 July 2026

9 September 2026

11 November 2026

The dates and timings were approved by the Councillors subject to FVH availability.

11. To receive reports from:

- a) FPC's Footpath Wardens: **Cllr Osborne**

Cllr Osborne noted one footpath warden had stood down.

- b) FPC's SAM (Speed Awareness Monitoring) Team: **Cllr Osborne**

Cllr Osborne noted there was no available update from 8 May 2026 monitoring with police involvement of speeding on A1064.

- c) FVH: **Cllr Merritt**

No report was available in Cllr Merritt's absence.

12. Future Work Streams – to discuss progress

- a) Code of Conduct
- b) Council Risk Assessment
- c) Data Protection Policy
- d) Email Privacy Notice
- e) Review of Documents Destruction and Retention Policy

These items a) to e) above will be carried forward to next meeting.

- f) Review of Asset Register – updated 31 March 2026 on FPC website and approved as part of AGAR Section 2 Accounting Statements (see 9 c) above).
- g) FPC IT Policy – the draft policy in meeting papers was considered, and approved and adopted.

This was approved unanimously by the Councillors and the Clerk is authorised to include on FPC website.

13. Items for Next Agenda

Review of policy documents as recommended by Internal Auditor.

14. To consider a resolution to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to consider the following confidential matters

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 the 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 14 is discussed'.

The above resolution was approved. All in favour.

a) Declarations of interest for agenda item 14 b) and 14 c) applications for dispensation

Cllr Adrian Thompson declared a disclosable pecuniary interest for item 14 c) and left the room whilst that matter was discussed.

b) Decision required on FPC confidential matter

Confidential matters were reported and agreed by the Councillors. The Internal Auditor noted that the Clerk/RFO's appointment had been ratified in the FPC meeting of 21 May 2025. However this appointment needs to be by a Resolution of the Council. To correct this the following Resolution was unanimously approved by the Councillors. The Council has appointed the Clerk and RFO Paul Johnson on a pay scale of £18.35 per hour from 1 April 2025, resulting in an annual salary of £7,176 (£598 per month).

c) Confidential Matter

The confidential matters were discussed by FPC Councillors after the public and press had left the meeting. The notes of the confidential matters discussed are not published on the FPC website. The notes have been agreed by the Councillors as an accurate record of the confidential items.

15. Meeting Close

The meeting closed at 4.30pm.

APPENDIX 1

Payments and Receipts since last report date of 28 February 2026 (£)

28/02/26	Bank Balance per bank statements	+61,408.77
02/03/26	Leased Land	+208.00
31/03/26	Interest Received	+299.95
16/03/26	CC Planning	-1,890.00
16/03/26	CC Planning	-1,890.00
16/03/26	Printer Ink.....	-13.00
16/03/26	Fleggburgh Village Hall	-80.00
16/03/26	Work from Home Clerk.....	-52.00
16/03/26	Reedsafe.....	-244.25
27/03/26	Parish Clerk Salary.....	-478.38
31/03/26	Bank Service Charge	-7.00
31/03/26	Bank Balance per bank statements	+57,262.09
01/04/26	Leased Land	+208.00
21/04/26	GYBC Precept (£11,400) and Burial Grounds (£1,150)	+12,550.00
23/04/26	ICO	-47.00
23/04/26	HMRC	-358.80
29/04/26	Parish Clerk Salary.....	-472.78
30/04/26	Bank Service Charge	-7.00
30/04/26	Bank Balance per bank statements	+69,134.51