

**Minutes of Meeting of Fleggburgh Parish Council held on  
Wednesday 21<sup>st</sup> May 2025 at 7.30pm to 9pm at Fleggburgh Village Hall**

**Attendance**

In attendance: Parish Councillors Keith Osborne (KO), Christine Merritt (CM), Terry Gammons (TG), George Manning (GM)

Parish Clerk and Responsible Financial Officer Paul Johnson (PJ)

Great Yarmouth Borough Councillor Adrian Thompson (AT)

Five members of the public

**1. Election of Chairman**

KO announced that he was stepping down as Chair. He was thanked for his most recent service as Chair. TG was proposed by GM, seconded by KO, all in favour. TG acted as Chair for the meeting. TG signed A Declaration of Acceptance of Office witnessed by PJ.

**2. Election of Vice Chairman**

Parish Councillor David Flowerdew (DF) had advised that he was willing to become Vice Chair. Proposed by CM, seconded by GM. DF will be asked to sign a 'Declaration of Acceptance of Office' which will be witnessed by PJ.

**2A Ratify the appointment of Parish Clerk and Responsible Financial Officer**

Paul Johnson introduced himself to the Meeting. He had commenced this role on 1 April 2025. He noted that the role involved, inter alia, compliance with laws and regulations and to assist the Councillors in improving the public realm for the benefit of inhabitants.

**3. Apologies for absence**

Apologies were received from DF due to illness.

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

KO declared an interest that his wife is Secretary of Village Hall Committee. It was noted that he could participate in discussions on items 9a and 10f (i).

**5. Public Forum**

**a. Public**

A member of the public raised concerns about the speeding of cars above the 30mph limit travelling from Filby direction on Tower Road after the speed limit drops from 60mph to 30mph shortly after the turning to Burgh Hall Park.

600 new dwellings are planned for Caister. 20 are planned for Fleggburgh. Given the traffic levels on the A47 Acle to Great Yarmouth and its average speed checks it is expected that there will be a significant intensification of the use of the A1064. The FPC should monitor this with a view to suggesting measures to maintain safety when the intensification occurs. Measures such as average speed monitoring were discussed. Double yellow lines near Kings Arms are discussed below.

FPC agreed to investigate the extent of the problem and how to address these concerns. The concerns were felt valid given the new housing development intensifying the use of this road.

#### **b. County / Borough Councillors & Police**

##### *County Councillor:*

PJ noted that County Councillor Andy Grant or a substitute had been invited to the meeting and to raise any comments if unable to attend. No response had been received.

##### *Borough Councillor (AT):*

Unitary Authority models discussed. A single authority for Norfolk is one option. Another is 3 Unitary Authorities based on Great Yarmouth, King's Lynn and Norwich. Decision by Dep PM Angela Rayner expected December 2025. Mayor for Norfolk Suffolk combined. Elections May 2027. Public are encouraged to input views.

##### *Police:*

PJ noted that Police Officer Callum Ball or a substitute had been invited to the meeting and to raise any comments if unable to attend. No response had been received. The Clerk pointed up that the Police were holding a meeting on Thursday 17<sup>th</sup> July 2025 at 7pm at Rollesby Pavilion to discuss local issues and concerns. The flyer advertising this event is on the FPC website and Facebook page. The Police note their priority of anti-social behaviour in Great Yarmouth. All members of the public are encouraged to attend.

#### **6. Approve the minutes of the meeting held on Wednesday 19<sup>th</sup> March 2025**

These were agreed by TG, seconded by KO, all in favour.

#### **7. Consider applications for co-option of Parish Councillors (4 vacancies)**

FPC continues to encourage applications. It was agreed to co-opt AT. AT was proposed by GM, seconded by KO, all in favour. AT signed a 'Declaration of Acceptance of Office' witnessed by PJ.

#### **8. Correspondence and Consultations**

##### **a. Burgh St Margaret Churchyard Closure**

On 6<sup>th</sup> May 2025 FPC had received the Final Order in Council which, with a very few exceptions, directed that all burials cease in this graveyard. The PCC still maintains this graveyard as no request for handover of this responsibility has been made to FPC.

b. Billockby & Burgh Lands Trust

TG explained that a scheduled meeting had been postponed. KO reminded meeting of some inconsistencies in the registered details of the Trust.

**ACTION: TG TO PROGRESS DISCUSSIONS ON PROCEDURE TO APPOINT TRUSTEES TO THE TRUST.**

c. Wesleyan Chapel, Burgh St Margaret

PJ mentioned that concerns had been raised previously that this Grade 2 Listed building (Listing 1987) thought to have been constructed in 1841 had been neglected impacting both the street scene and the fabric of the building. The Chapel has a delightful arched central doorway and two distinctive round-headed windows and a shallow-pitched slate roof. PJ has spoken to the GYBC Enforcement Officer who has corresponded with the owner of the property. Two vehicles had been removed from the site, but the Enforcement Officer was concerned that the building would be damaged by the significant amount of ivy enveloping the property. This is an ongoing Enforcement case.

PJ had contacted NCC Highways about the large hedge in front of the Chapel restricting the full usage of the full width of road. This was particularly important given the absence of footpaths in this area. NCC Highways responded that they did not perceive any problems. CM and others disagreed. CM pointed out that the shape of the hedge meant that it was not in line with the wall of the neighbouring house and thus the hedge narrowed the highway.

**ACTION: PJ TO EXPLAIN CONCERNS AND REVISIT WITH NCC HIGHWAYS.**

d. Fleggburgh Common Track

Work has been partially completed.

**ACTION: TG WILL OVERSEE COMPLETION OF WORK AND ONCE COMPLETE DISCUSS CONTRIBUTIONS WITH RESIDENTS.**

e. Neighbourhood Development Plan Review

KO advised next meeting 16<sup>th</sup> June 2025 at Village Hall. Everybody is welcome.

f. Tree Works

Contractor Maple is preparing application for works under TPO legislation.

## **9. Planning**

a. New Applications

06/24/0756/F Fleggburgh Village Hall, Main Road, Fleggburgh NR29 3AG: Construction of additional hard surface car park comprising 30 parking spaces, with associated landscaping and planting.

FPC had not been invited to comment on this application. When viewed on 15<sup>th</sup> May 2025 the application is described on GYBC website as “*Undecided. On hold*”.

PJ had spoken to the GYBC Planning Case Officer assigned to this application, Mrs Brumpton, on 15<sup>th</sup> May 2025. The Case Officer explained that this “application” was still being validated.

The Case Officer believed that more information on the total site ownership was required but she acknowledged that, as the validation procedure was undertaken by a third party acting as an agent for GYBC, she may not have full visibility of the latest position. Therefore, it was agreed that it would be premature for FPC to discuss this application. FPC awaits formal request to comment.

**ACTION: CLERK TO GET UPDATE FROM CASE OFFICER.**

b. Applications considered between meetings

06/25/0286/TRE The Shrubbery, Rollesby Road, Fleggburgh NR29 3AR: Works to trees protected by Tree Preservation Order No. 3 of 2019: T1 (Beech) – Fell; T4 (Ash) – Fell; T5 (Sycamore) – Crown raising by removal of three branches to the north side. It was noted that **FPC has supported this application.**

c. Decisions

Tree Preservation Order No. 4 of 2025: Trees on land at Broad House, Rollesby Road, Fleggburgh made on 17<sup>th</sup> April 2025. FPC had received notification from nplaw that this TPO took immediate provisional effect from 17<sup>th</sup> April 2025. Unanimously agreed that no representations or objections to the Order need to be made by FPC.

**10. Finance**

PJ presented this section.

*Exempt Authority Status*

PJ explained that FPC is not an exempt authority for 24/25 as receipts are > £25,000. At the Annual Parish Meeting in April 2025 receipts had been reported as £24,843 but this figure was incorrect as it excluded bank interest of £280 received on 31<sup>st</sup> March 2025. Consequently, receipts for 24/25 were £25,123 and this amount is reflected in the returns presented. Consequently, it was acknowledged by all that FPC is not an exempt authority. Therefore Section 3 of the AGAR, namely the External Auditor’s Report and Certificate 2024/25, will be completed by PKF Littlejohn.

*Public Rights*

The Exercise of Public Rights and the dates for the exercise of public rights were noted. The exercise dates commence Tuesday 3<sup>rd</sup> June 2025 and end Monday 14<sup>th</sup> July 2025.

*Material variances in receipts and payments*

An overview of material variances, comparing 24/25 actual with 23/24 actual, was given.

Total 24/25 “Other receipts” were £16,706 in 24/25 versus £7,093 23/24 reflecting Neighbourhood Plan Grants received and VAT reclaim.

Total 24/25 “Staff costs” were £7,232 in 24/25 versus £5,531 in 23/24 reflecting higher rate paid to Clerk who resigned 31<sup>st</sup> March 2025.

Total “Other Payments” were £16,978 in 24/25 versus £12,517 in 23/24 reflecting Neighbourhood Plan costs of £5,100 and Input Vat higher at £1,216.

This analysis of variances was noted and agreed. It was agreed that the Explanation of Variances pro-forma would be completed for the External Auditors to examine and would be posted on the FPC website.

#### *Finances and Unaudited AGAR*

a. The financial update for 2025/26; bank reconciliation as at 6<sup>th</sup> May 2025; receipts and payments since 31<sup>st</sup> March 2025 to 6<sup>th</sup> May 2025 were noted. It was noted that at the 16<sup>th</sup> July 2025 FPC meeting accounts will be presented for Q1 of 25/26.

b. The Year End Accounts for 2024/25 and the bank reconciliation as at 31<sup>st</sup> March 2025 were noted and approved by all.

c. The signed Internal Auditor’s Report and recommendations were noted and accepted.

d. The Unaudited Annual Governance Accountability Return (AGAR) for 24/25 was noted. It was unanimously agreed to authorise the Clerk and the Chair to complete with “Yes” answers questions 1 to 8 of Section 1 on page 4 to recognise a sound system of internal control. It was unanimously agreed to approve the unaudited AGAR in all respects and to authorise the Clerk and the Chair to sign pages 4 and 5 as evidence of the approval of the Annual Governance Statement (page 4) and the Accounting Statements (Section 2 on page 5).

e. The current bank signatories included the Clerk and all Councillors except AT and TG. KO proposed, GM seconded, all in favour, to add TG to mandate. GM had experienced some log in difficulties with Unity.

#### **ACTION: CLERK TO CONTACT UNITY BANK AND PROGRESS MANDATE CHANGES AGREED AND RESOLVE GM’S ACCESS/LOG IN.**

f. The following payments were agreed. Proposed by KO, seconded by TG, all in favour.

(i)	Village Hall Grant	Re grass cutting as minutes of 15/1/25	£1,320***
(ii)	HMRC PAYE	25 April 2025 (Direct Debit)	£373.20
(iii)	CC Planning	Neighbourhood Plan Consultant	£1,200.00
(iv)	Lolly Dawson	Locum Clerk, Annual Parish Meeting	£97.60
(v)	Sarah Hunt	Internal Audit fee	£175.00

(vi)	ICO	Annual Subscription (DD)	£47.00
(vii)	P Johnson	FPC Mobile Phone	£59.99
(viii)	P Johnson	FPC phone top up Vodafone	£10.00
(ix)	P Johnson	Working from home allowance for 4/25	£26.00
(x)	PKF Littlejohn	External Audit fee	£210
(xi)	Norfolk CC Parish Partnership	Rollesby Road Gateway signs	£1,900
(xii)	Website training as required		£20 per hour

\*\*\*CM asked how this payment compared with the total Village Hall grass cutting costs incurred annually.

**ACTION: TG TO ENQUIRE OF VILLAGE HALL COMMITTEE.**

**11. Highways and Parish Assets**

a. Footpath extension and new bus shelter; Discussions with NCC Highways regarding feasibility and design study.

PJ explained that a project to move the bus shelter from its current position opposite the Kings Arms to a new location equidistant between the zebra crossing and the current location had been investigated. This involves creating a length of footpath and dealing with the drainage ditch possibly through piping underneath a new path. NCC's Public Transport Development Officer has written a brief and issued it to NCC Highways. It is anticipated that NCC Highways need around 6 months to carry out their work. FPC is getting a quotation from bus shelter supplier and will be applying for grant funding. Initial funding opportunities suggest that 100% of the costs will be met by external funding available.

**ACTION: CLERK TO PROGRESS**

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

A proposal from NCC Highways had been received. Changes to font and sign size had been discussed, with 27<sup>th</sup> May 2025 being the date FPC expects to hear from NCC when NCC staff involved return from holiday.

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

These projects involve clearing overgrowth and possibly installing white lining and reflective posts to improve pedestrian safety.

**ACTION: INVESTIGATE PREVIOUS CORRESPONDENCE BETWEEN NCC AND FPC ; CLERK TO PROGRESS.**

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

AT explained progress about the proposal to install double yellow lines either side of the Town Road junction on the A1064 and along Town Road as far as Clifton Cottages, Fleggburgh. Initially NCC Highways did not support the proposal as no Personal Injury Accidents had occurred, notwithstanding the inconsiderate parking at certain times. However, AT has obtained formal support from several official local commentators and now expects the project to progress. The expected vehicular intensification of the A1064 because of new dwellings in Caister is a further reason to improve safety at this location. AT shared his file with the Clerk.

**ACTION: AT TO PROGRESS DOUBLE YELLOW LINES PROJECT**

**12. Administration**

- a. To appoint Staffing Committee. Unanimously agreed CM, DF, and KO.
- b. To appoint Complaints Committee. Unanimously agreed GM, DF, and KO.
- c. To appoint Footpath Warden and approve Job Description. Job description agreed unanimously approved. Post to be advertised. **ACTION KO**
- d. To appoint Village Hall and Playing Field Committee representative. Unanimously agreed CM to take on this role.
- e. To approve Risk Assessment for SAM2 Equipment. Unanimously approved.
- f. To approve Risk Assessment for Dog Waste Bin Emptying. Unanimously approved.
- g. To approve Risk Assessment for Footpath Warden. Unanimously approved.

**13. Receipt of reports from Councillors and Outside Bodies**

a. Village Hall Representative

TG had attended a Village Hall meeting the previous evening. He noted the following projects-in-progress:

- (i) Car Park planning application (see above discussion of this item)
- (ii) Bulbs planting and reseeding
- (iii) Filby Wanderers football team infrastructure requirements and contribution. A three-season undertaking and agreement was mentioned.
- (iv) A working party is being established

**14. Items for Next Agenda**

Unanimously approved that the following need to be reviewed at July 16<sup>th</sup> meeting.

- 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. The topics of average speed cameras and speeding on Tower Road (see above)

**15. Date of Next Meeting:** Wednesday 16 July 2025 7.30pm at Fleggburgh Village Hall

DRAFT