

FLEGBURGH PARISH COUNCIL

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

To All Councillors: You are hereby summoned to attend a meeting of Fleggburgh Parish Council on **Wednesday 14 January 2026, 2.30pm 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.

Signed *Paul Johnson* Paul Johnson 8/1/26

1. To consider apologies for absence

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

3. a) To approve the minutes of the meeting held on 19 November 2025 and authorise the Chair to sign to evidence approval.

b) To approve the minutes of the meeting held on 19 November 2025 to agree the terms of the Contract of Employment of the Parish Clerk. The public was excluded under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items discussed.

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.

b) County / Borough Councillors & Police.

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). Any material developments will be brought to attention of this meeting.

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

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

c) Funding applications and proposals

d) Neighbourhood Development Plan Review

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

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

g) Double yellow lines at Town Road/Main Road

h) Registration of the land at Fleggburgh Village Hall and recreation ground

i) Electrical Safety drop-in sessions for PAT testing

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**

7. Finance

a) To authorise the following payments:

Parish Clerk Working from Home Allowance Dec 2025 and Jan 2026	£52.00
Westcotec Ltd invoice 17383 dated 11 December 2025 supply & install cycle stands Cost £1475 + VAT £295	£1770.00
Paul May Grass Cutting and General Maintenance for St Peter's Church, Clipesby 1 January 2025 to 31 December 2025	£850.00
Parish Clerk Salary payable 31 January 2026*	£597.98
Parish Clerk Salary payable 28 February 2026*	£597.98
Norfolk County Council PPS Gateways invoice 10119000 14 October 2025**	£1,865.00
Norfolk Parish Training and Support invoice 30139 17 December 2025***	£43.20
Norfolk Parish Training and Support invoice 30160 21 December 2025***	£62.40

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

**This payment was approved at the FPC November 2025 meeting but payment has been delayed until FPC receives sufficient evidence of the completion of the project by NCC.

***These payments to NPTS represent two online courses for Parish Clerk in respect of 'AGAR Assertion 10 Digital & Data Compliance' and 'General Data Protection Regulations'.

- b) To note and approve the financial update for the 9 months ended 31 December 2025; bank reconciliation at 31/12/2025.
- c) To discuss and approve the FPC budget for the year commencing 1 April 2026.
- d) To discuss and approve that the Clerk obtains quotations for footpath maintenance and grass cutting.
- e) To authorise Clerk to obtain quotations for a new owned email address to replace fleggburghpc@gmail.com

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

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

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

9. To receive reports from

- 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. To discuss a request from a local society to take photographs of wildlife within FPC's Bygone Land

11. To ask the Clerk to explore the roll out of full-fibre connection broadband within the FPC area.

12. Future Work Streams

- 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

13. Items for Next Agenda