FPC MINUTES OF MEETING HELD ON 9 SEPTEMBER 2026. THESE MINUTES WERE UNANIMOUSLY APPROVED BY THE COUNCILLORS AT THE FPC MEETING ON 11 NOVEMBER 2026 AND WERE SIGNED BY CLLR TERRY GAMMANS Terry Gammans, CHAIR

FLEGGBURGH PARISH COUNCIL

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Chair: Cllr Terry Gammans, Vice Chair: Vacancy, Parish Clerk: Mr Paul Johnson

Members of Fleggburgh Parish Council (FPC) had been summoned to attend a meeting of FPC held on Wednesday 9 September 2026 at 7pm at Fleggburgh Village Hall for the purpose of transacting the business detailed in these minutes. Members of the press and public had been invited to attend.

A supporting information - see link on FPC website 'Agendas and Minutes'
Present Cllrs Gammans, Merritt, Manning and Thompson and four members of the public.

1. **To consider apologies for absence.**

   Cllr Keith Osborne has sent his apologies due to another commitment. He had shared his comments on a number of agenda items with the Clerk who referred to them in the meeting.

2. **To appoint a Vice Chair and to appoint members of the Staffing Committee and the Complaints Committee.**

   David Flowerdew was Vice Chair and resigned on 5 August 2026. All Councillors recorded their thanks to David for his service to FPC. The vacancy resulting from DF's resignation was advertised for a period of 14 days within the parish from 18 August 2026. GYBC's Electoral Services Officer informed the Clerk that there were no requests for an election for the vacancy advertised and FPC is therefore free to co-opt to fill the vacancy.

   Proposed and **RESOLVED** unanimously that FPC follows its co-option policy and any person co-opted must complete a Declaration of Interest Form for GYBC.

   RESOLVED unanimously that the Complaints Committee would comprise Cllrs Gammans, Osborne and Merritt.

   RESOLVED unanimously that the Staffing Committee would comprise Cllrs Manning, Osborne and Gammans.

   RESOLVED unanimously that Cllr Merritt would be Vice Chair.

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

   The Councillors noted the pre-meeting advice in the paper 'Declaration of Interest for items on the agenda and applications for dispensation' repeated below: **A**

   "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.
f) Cllr Merritt's sister is progressing the voluntary first registration of freehold land.

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 where relevant these relationships, and to vote on those items. Cllr Adrian Thompson's pecuniary interest will not require him on this occasion to leave the meeting as no decisions in respect of FVH are proposed. The Chair has confirmed that these dispensations have been approved.

4. To approve the minutes of the meeting held on 5 August 2026 (A) and authorise the Chair to sign to evidence approval.

RESOLVED unanimously that these minutes be signed by the Chair to evidence approval.

5. 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 enquired about the timetable for the construction work at FVH car park. It was noted that this would be covered later in the meeting and the member of the public could contribute as necessary at that time. The member of the public also noted that Rev Phil Rodd is retiring on 18 October 2026. His last service will be at Stokesby.

b) County / Borough Councillors & Police.

County Councillor Jason Hughes – apologies had been received from Cllr Hughes. Between meetings he had corresponded with FPC about highways issues.

Borough Councillor Adrian Thompson recorded his thanks to David Flowerdew. He also pointed out that the local government reorganisation was paused. Therefore on 6 May 2027 GYBC's 39 seats will be up for election. Cllr Thompson commented that one council for the whole of Norfolk may become the new solution. Cllr Thompson commented that the Borough Plan would be finalised on 24 September 2026 and that 380 dwellings per annum were required. However a new Borough Plan will be worked on immediately and this requires 548 dwellings per annum. A new call for sites will be made in the near future. Fleggburgh's Neighbourhood Plan is valuable as it reinforces Fleggburgh's development potential and priorities.

Cllr Thompson mentioned that a bus stop in the layby at Broad Farm was proposed. This will be funded by First Bus Active Travel Fund.

Cllr Thompson also pointed out that playground equipment funding of £60,249 must be spent by 31 March 2027.

Finally Cllr Thompson commented on the speeding at Rollesby Road, and it was agreed that Cllr Gammans would speak to Fleggburgh Church of England Primary School to gauge their interest in having their pupils design speeding restriction signs.

PC Callum Ball – no response received.

6. FPC's Custodian Trusteeship – voluntary first registration of freehold land

Councillors to note that Helen Atkinson (Cllr Merritt's sister) is progressing this on behalf of FPC and to note progress to date.

A search with HM Land Registry has been progressed.
This is the starting point for the work which comprises completing forms, statements of truth and paying fees to HM Land Registry. Application will be for Title Absolute or Possessory Title.

RESOLVED Pro-bono work to continue. Helen Atkinson is thanked by FPC.

Cllr Merritt to search for missing documentation which may be supportive of the Statement of Truth. An appropriate person with historical knowledge should be identified to sign the Statement of Truth. Clerk to check all other FPC land is registered.

7. Finance

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

PKF Littlejohn – standard audit fee	£252.00
HM Land Registry – search fees paid by FPC Clerk 1 September 2026 (not yet paid)	£14.00
Parish Clerk Working from Home Allowance August and September 2026	£52.00
Parish Clerk Salary payable 30 September 2026** £****	£597.98
Parish Clerk Salary payable 31 October 2026** £****	£597.98
Payne's Horticultural Services 2026 additional contract costs re FP16 31 August 2026	£135.00
Fleggburgh Village Hall Room Hire (5 August 2026 £25; 8 July 2026 £20; 9 Sept 2026 £20)	£65.00

***HMRC PAYE and NIC will reduce amount payable to Clerk.*
*£**** denotes that the amount will be dependent upon the decisions, if any, in Agenda item 15 below.*

Within Earmarked Reserves is a sum of £369 from the Electrical Safety First Grant Award of £1,000. To date £641 has been used for four PAT testing events. ES First's Senior Grants and Outreach Officer has confirmed in writing to FPC that the remaining money can be used to purchase toasters and kettles to be distributed to the elderly and needy.

RESOLVED unanimously to approve distribution of electrical products.
RESOLVED unanimously to approve the above payments.

b) To note and approve the Financial Summary for the 5 months ended 31 August 2026; Bank Reconciliation at 31 August 2026. **A**

General Reserves are circa £30,000.

RESOLVED to approve these documents.

c) To authorise future payments to the contractor LSL Surfacing Ltd in accordance with the contract (see Minute 5(b), meeting 5 August 2026).

The Purchase Order is being finalised and agreed with LSL Surfacing and will be signed when the process has been completed. The PO will require stage payments by FPC as FPC will be paying all the construction costs of the new and existing car park work. This authorisation enables FPC to meet the stage payments as and when they become due. The initial contract as reported at the previous meeting is £130,200 inc. VAT. Following the redesign of the foundation layers of the new car park this figure is now £147,228 inc. VAT, an increase of 13%.

RESOLVED unanimously to approve stage payments which can be initiated by Cllrs Osborne, Manning and Parish Clerk in accordance with PO.

RESOLVED unanimously to approve and note the increased costs.

Councillor Osborne has reported that the non-material amendment (change of material from road planings to permeable tarmac) was approved by GYBC Planning on 3rd September 2026.

There remain only two conditions to be discharged, these being:

- Discharge of Condition 4: Details of Surface Water Drainage Scheme. Application 06/26/0629/CD
- Discharge of Condition 5: Habitat Management and Monitoring Plan. Application 06/26/0321/CD

Based on the above, and taking into account Fleggburgh Village Hall bookings, Cllr Osborne has provisionally suggested commencing work week starting Monday 26th October 2026. A maximum duration of three weeks is anticipated. The actual date will be agreed with LSL and FVH.

Cllr Adrian Thompson offered to speak to GYBC Planning to ensure that they have all the information they need to discharge the two conditions.

8. Planning Applications

Councillors to note the one application commented on by FPC between meetings and to discuss two (now three as a further one received in last few days) new applications. **A**

New applications:

a) 06/26/0663/NMA – non-material amendment Fleggburgh Village Hall. This has been approved by GYBC even though we are in comment period. No further action required.

b) 06/26/0673/TRE – tree works 8 Bygone Close, Fleggburgh NR29 3FA. Unanimously supported.

c) 06/26/0659/F – Construction of a detached custom self-build bungalow with cart shed, driveway and landscaping. Land East of Marsh Road and South of Rye Gardens, Fleggburgh NR29 3FJ. Unanimously not supported as it is outside the Development Area and not compliant with the Neighbourhood Plan.

Application between meetings:

BA/2026/0208/FUL – demolition and reconstruction of chalet building Bridge Stores, A1064, Acle Bridge

FPC was asked by Broads Authority to comment by 31 August 2026. FPC Councillors supported this application and commented accordingly.

9. Fleggburgh Village Hall Car Park and Banking Arrangements

Update from Parish Clerk. At last meeting FPC Councillors approved the opening of a new bank account by the PC. The Parish Clerk has identified Hampshire Trust Bank Savings Account Issue 13 (Online, Easy Access, with AER 3.91%) with movements to/from FPC's Unity Bank account only (known as the nominated account) by existing bank signatories. These attributes met the approval at the August meeting.

Hampshire Trust Bank (HTB) has requested from FPC the following information:

*"**Minutes of Meeting**: Please provide minutes from a recent meeting of your club/association's governing body, evidencing the decision to open a business savings account with us at Hampshire Trust Bank Plc. The minutes should clearly state that the club members or trustees agreed to open an account with us specifically and authorisation for the account signatory(s) to act as the primary contact and manage the account on behalf of **Fleggburgh Parish Council**."*

RESOLVED that FPC minutes the exact HTB account applied for.

At its meeting on 5 August 2026 FPC noted in Minute 5(c): *"The Clerk was authorised to open an additional bank account with a new licence holder in the name of FPC with the same mandate. The account will be instant access, interest bearing, and with online access".*

At today's meeting (9 September 2026) the Councillors unanimously authorised the Clerk to open an account with Hampshire Trust Bank (HTB) and authorised that the account should be operated by:

Councillor George Manning - Signatory
Councillor Keith Osborne - Signatory
Councillor Christine Merritt - Signatory
Parish Clerk Paul Johnson – Primary Contact. Originator but not Signatory

The Clerk was authorised to process everything necessary with HTB to establish the account and its signatories.

The HTB account to be applied for is the Business Savings Account Easy Access SME Saver Issue 13 paying 3.91% gross and AER; minimum investment £5,000.

Hampshire Trust Bank (HTB) has requested from FPC the following information:

*"**List of Trustees/Governing Body Members**: A current list of all senior trustees, committee members, or individuals who form the governing body of **Fleggburgh Parish Council**."*

RESOLVED that FPC provides a list of Councillors to HTB. In addition to those noted above Cllr Adrian Thompson and Cllr Terry Gammans make up the remaining Councillors. Total number is 5 Councillors.

Hampshire Trust Bank (HTB) has requested from FPC the following information:

*"**Latest Annual Accounts** (if applicable): If your club/association prepares annual accounts, please provide the most recent version. If not applicable, please let us know."*

RESOLVED that FPC provides 31 March 2026 accounts. These are the AGAR forms.

Hampshire Trust Bank (HTB) has requested from FPC the following information:

*"**Verification Documents**: In addition to the above, please also provide any other documents you believe would be helpful in verifying the club/association's current status, such as your constitution, governing document, registration certificates, or any other relevant documentation."*

RESOLVED that FPC provides Zurich Insurance Policy and ICO Registration Certificate as evidence of the existence of FPC.

10. To receive reports (if any) from:

a) FPC's Footpath Wardens:

FPC has had 2 complaints about the cutting of FP16.
Marsh Road – Muckfleet West - New Road – Muckfleet South. FPC has suggested that the cut is increased from twice to six times per annum.

RESOLVED unanimously: Clerk to write to Norfolk Trails and suggest alternative frequency and pricing..

b) FPC's SAM (Speed Awareness Monitoring) Team:

The most recent Speedwatch Team session coincided with the motorcycle parade that travels through Fleggburgh on a Thursday evening. Results were pleasing. It was noted that Police resources are very limited as explained at the recent Neighbourhood Policing Team Meeting.

RESOLVED unanimously to be formally noted by FPC Councillors.

11. To review the following policies and to confirm that they remain appropriate (these policy documents can be found on the FPC website):

a) FPC Financial Risk Assessment (adopted 7 May 2024)
b) FPC Statement of Internal Control (last reviewed September 2024)
c) FPC Risk Assessment & Management (no date of last review recorded)

RESOLVED unanimously. All confirmed appropriate. This review to be noted on FPC website.

12. **Next Meetings:** 11 November 2026 at 7pm – Fleggburgh Village Hall.

Councillors to approve the following schedule of meetings proposed for 2027. All meetings commence at 7pm at Fleggburgh Village Hall:

Wednesday 20th January 2027
Wednesday 17th March 2027
Wednesday 21st April 2027 Annual Parish Meeting
Wednesday 19th May 2027
Wednesday 21st July 2027
Wednesday 15th September 2027
Wednesday 17th November 2027

RESOLVED unanimously, above schedule approved and to be noted on FPC website.

13. **To consider opportunities for funding and projects that can be delivered in 2026/2027.** **A**

The Clerk mentioned that on 14 January 2026, just 8 months ago, a budget showing £27,000 income was agreed. For the year the actual income will be close to £190,000. At that time FPC withdrew a £4,000 FVH grant but FPC is now spending £147,000 to construct a new car park and to resurface the existing car park.

Councillors noted the summary on the FPC website.

Councillors were made aware that there is much interest in bus shelters in Billocky.

Two parishioners expressed an interest in two footway improvements – one is a trod outside Fleggburgh House on A1064 and the other is at the side of Town Road. The Chair and Cllr Adrian Thompson expressed interest in looking at the possibility of purchasing a road sweeper jointly with Filby Parish Council.

RESOLVED unanimously for Clerk to progress bus shelters in Billockby, and specifically to get prices and financial implications.

RESOLVED unanimously for Clerk to formally write to FVH to ask for any suggestions of projects.

RESOLVED unanimously for Clerk to ask parishioners for suggestions on Facebook and FPC website.

RESOLVED unanimously for Clerk to investigate footway improvements with NCC Highways.

14. **To consider a resolution to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss any 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 Councillors at this meeting whether the press and public's exclusion from Agenda item 15 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'.*

The above resolution was passed and the four members of the public left.

15. Confidential Matter

Four items of a confidential nature were discussed:

a) Review of Terms of Reference for Staffing Committee (adopted 3 November 2022)

These were reviewed – no changes proposed. These will be presented to the Full Council Meeting on 11 November 2026 for approval.

b) Adoption of Terms of Reference for Complaints Committee (none on website)

The topic of Complaints was discussed and it was agreed that the Complaints Committee should prepare an appropriate Terms of Reference for FPC to approve at the next meeting.

c) Clerk's annual appraisal

This was discussed in detail.

d) Review of Clerk's Contract of Employment

A confidential report had been circulated to all Councillors. It was discussed. It will be updated and re-reviewed when Cllr Osborne is next available as he is a member of the Staffing Committee.

16. Meeting Close

The meeting closed at 9.30pm.