

THESE MINUTES ARE DRAFT UNTIL APPROVED AT THE FPC MEETING ON 11 MARCH 2026

FLEGBURGH 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 14 JANUARY 2026

All Members of the Council were summoned on 8 January 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 4.35pm.

Present Councillors: Terry Gammans (TG), David Flowerdew (DF), Keith Osborne (KO),

George Manning (GM), Christine Merritt (CM), Parish Clerk Paul Johnson (PJ)

Present: 5 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

Cllr Adrian Thompson had sent his apologies to the Clerk. He was unable to attend as he had another commitment.

PC Callum Ball had sent his apologies to the Clerk and asked to be informed of any police-related matters.

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 (FVHPF)
- b) AT is a GYBC councillor (dual-hatted)
- c) CM is a committee member of FVHPF as FPC's representative
- d) KO has declared an interest that his wife is secretary, trustee and committee member of FVHPF
- e) TG is a trustee of Billockby & Burgh Lands Trust
- f) AT is the owner of Filby Post Office which is hosted regularly at FVH. Financial interest.
- g) Item 10 on the agenda: one of the members making the request is connected to FPC Cllr DF. DF confirmed that he would not participate in the decision made on this item.

It is formally noted that in accordance with FPC Code of Conduct all are 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.

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

One amendment had been recorded in 9(b) of these draft minutes which were posted on the FPC website after the meeting on 19 November 2025. The following wording has been added: "The Clerk was asked to report the overgrowth along Ruggs Lane to NCC Highways/ PROW Team".

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 update to change the status from "draft" to "approved".

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.

This meeting approved the Clerk's salary from 1 April 2025 at a rate of £597.88p per month. This monthly figure includes the annual salary increase awarded in the middle of the 25/26 financial year and backdated by National Agreement between the Employer's representatives and the Unions to 1 April 2025.

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.

One member of the public spoke. In response to that member of the public's question DF confirmed that the next closed churchyard maintenance session would be held on Saturday 7th February 2026 and thereafter on the first Saturday of each month. The sessions would continue to be advertised as widely as possible using the church newsletter, the FPC website (News tab), the FPC Facebook page as well as word of mouth. This strategy was approved by all Councillors.

- b) County / Borough Councillors & Police.

None was present.

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: It was noted that DF, TG and the Clerk were scheduled to meet two officers from GYBC on Monday 19 January 2026 at the closed churchyard. The aim of the meeting is to ensure that GYBC prioritises all the work it has identified and removes the pile of arisings created by the volunteers.
- b) Bus shelter on Kings Arms north side of A1064 Main Road, Fleggburgh: Advertising opportunities are being sought.
- c) Funding applications and proposals: These relate to projects for the church and the Village Hall, in particular applications to resurface the existing car park and to fund the proposed car park extension if planning permission is granted.
- d) Neighbourhood Development Plan Review: A leaflet was circulated by Cllr KO at the meeting. It will be distributed with the monthly church newsletter. The consultation period will run from Monday 26 January 2026 to Friday 6 March 2026.
- e) Footpath extension and new bus shelter on Village Hall south side of A1064 discussions with NCC Highways regarding feasibility and design study: Expected commencement not later than 31 March 2026 advised by NCC. Advertising opportunities are being sought.
- f) Gateway Signs: Rollesby Road, Burgh St Margaret and Main Road, Clippesby: Target February 2026 for installation. Cllr KO advised.
- g) Double yellow lines at Town Road/Main Road: Cllr GM gave the following update:
 - i) Public consultation completed on 13 January 2026 with no objections raised.
 - ii) The next step starting on 14 January 2026 is for NCC to draw up the "Lining Plan" and scheme documents, and arrange for the work to be carried out.
 - iii) FPC will be advised when NCC has a date from its contractor.
- h) Registration of the land at Fleggburgh Village Hall and recreation ground: Cllr KO, with the support of three FVH committee members, carried out a comprehensive search of all the FVH archives and no title deeds or any relevant supporting documents had been discovered. The Clerk and the Chair were appreciative of the work done by Cllr KO and FVH committee members.

The Clerk had obtained copies of all FVH planning applications recorded by GYBC. Some showed site plans which would be used in the registration process.

The Clerk plans to visit Norfolk Archives to see if any ownership evidence is contained in their records.

- i) Electrical Safety drop-in sessions for PAT testing.

6. Planning Updates

a) **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. This is not felt to be controversial as the GYBC's Tree Officer David Riddles has inspected the work and Cllr KO has provided the photographs requested.

Since the agenda was published a further application (below) has been notified to FPC by GYBC. This needs to be discussed here as the deadline for comments is in early February 2026 and the next FPC meeting is in March 2026.

b) **Application No: 06/25/0926/TRE: Development: Works to trees protected by Tree Preservation Order (TPO No.10 1991 & TPO No.13 2021). Priority 2 Trees: Sweet Chestnut, Ash, Field Elm, Sycamore, Oak, Beech and Locust - Fell, coppice and remove deadwood. Priority 3 Trees: Ash, Common Oak and Sycamore - Fell, remove or shorten deadwood and reduce upper crown.**
Location: Woodlands 7, The Village, Main Road A1064 Fleggburgh NR29 3DL.

After discussion it was resolved that FPC would confirm its support of this application.

c) It was also noted that since the agenda was published on 13/1/2026 FPC has received an invitation to attend and speak for 3 minutes at GYBC Town Hall on Wednesday 21 January 2026 at 6.30pm at the Development Management Cttee to discuss 06/24/0756/F Extension of FVH car park 37 additional places etc (amended plans and proposals). FPC was consulted on 1 December 2025 and commented in support to GYBC on 9 December 2025.

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	£1,770.00
Paul May Grass Cutting and General Maintenance for St Peter's Church, Clippesby 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'.

After a discussion all the payments were unanimously approved.

b) **To note and approve** the financial update for the 9 months ended 31 December 2025; bank reconciliation at 31/12/2025.

The 9 months results show Income received £37,326 and Expenditure paid of £16,633.
The bank balances total £63,541
Earmarked Reserves are £45,038 and General Reserves £18,503

These results were noted and unanimously approved.

c) **To discuss and approve** the FPC proposed budget for expected income and expenditure for the year commencing 1 April 2026.

The Clerk commented that it is important to point out that these figures do not include unknown grants and associated expenditure for 26/27. They do not include any developer contributions for new builds and associated expenditure.

Therefore, in reality the outturn for 26/27 will probably be significantly different to the budget. Similarly in 25/26 the budget did not envisage the cycle racks, the two bus shelters, the footpath extension and the assistance from the Community Payback Scheme. All impact the 25/26 results.

This budget suggests a Precept of £22,800. Last year's Precept was £21,747 an increase of 4.84%. On 8 January 2026 GYBC told FPC that the draft tax base is 432 dwellings which is 3 less than last year. However, this is draft as GYBC will approve on 29 January 2026 the figure. FPC needs to agree a budget and a Precept today and notify GYBC by 16 January 2026. Reasons have been given for each item of income and expenditure.

The Clerk brought to the meeting's attention 4 items:

- i) There is a proposed discretionary grant and donations figure of £3,600 with no allocation at present. The only grant application received to date is a request for £1,650 from FVH&PF. This is for cutting grass roadside and around the Village Sign. Councillors discussed this application and decided not to approve it. In 24/25 FPC paid £1,320. This year's request reflects an increase of 25%. After discussion it was agreed that FPC could ask Community Payback Team to do this work, and based on initial discussions with the Community Payback Team, they would be willing to undertake this work as long as they could utilise FVH for their breaks. Alternatively FVH could ask Filby Wanderers FC if they would undertake the work without cost. This decision was agreed and will be communicated to FVH&PF. If FVH&PF wants to utilise Community Payback it would be most efficient if they contacted them directly.
- ii) Within earmarked reserves at 31 December 2025 is £4,000 which FPC agreed in January 2025 to be paid as a grant to FVH&PF in respect of the car park extension. FPC needs to formally record whether it wishes to keep this earmarked reserve. FPC recognised and supported the need for additional parking spaces. However after discussion it was agreed to remove this item from earmarked reserves and invite FVH&PF to reapply in light of latest information.
- iii) Within the proposed budget is £8,620 proposed expenditure on Power Tools and Equipment. This would enable volunteers not only to continue their work on the Common Track and in the Old Graveyard but also to address other needs in the Parish. After discussion it was agreed to remove this from the budget as it is envisaged that the Community Payback Team will be engaged and that Team has its own equipment.
- iv) There is no budget for any repairs to the Village Hall Noticeboard and the Clippesby and Fleggburgh Village signs which may need repairs and renovation. However, there is a Contingency and Miscellaneous reserve of £1,000 in the proposed expenditure in 26/27 and only £123 has been spent of the £1,000 Contingency and Miscellaneous budget in 25/26.

The Chair asked the meeting to examine all items of expenditure and income on a line-by-line basis. The following changes were discussed and agreed:

- i) Footpath maintenance: £3,000 instead of proposed £2,000 as intention is to take on footpaths 4, 5 and 6 on a seven cuts per annum basis. Footpath coverage is discussed under item d) below.
- ii) Clippesby Gateway: £1,500 instead of proposed £0 as repair work was necessary.
- iii) Power Tools: £0 instead of proposed £8,620 as the Community Payback involvement negates the need to purchase this equipment.
- iv) Miscellaneous and Contingency: £9,420 instead of proposed £1,000. It was noted that a higher level of contingency was desirable as there was likely to be currently unidentified repairs and maintenance costs arising in the year. It also includes £2,700 for Flegg and Clipp graveyards.
- v) Grants and Donations: £4,000 instead of proposed £3,600. This figure is felt to be realistic.
- vi) Earmarked Reserve Car Park Grant at 31 December 2025. This is recorded as £4,000. The Village Hall Car Park project will need to be reassessed by FVH committee once they have planning permission and full costing for their revised project. It was agreed that FVH can then apply to FPC for a grant based on their latest information. It was agreed that this Earmarked Reserve was removed.

vii) Precept: the above changes leave the Precept at £22,800 and the increase of 4.84% was felt to be realistic. This level of Precept was agreed.

d) To discuss and approve that the Clerk obtains quotations for footpath maintenance and grass cutting. It was noted that footpaths 4, 5 and 6 are cut by NCC twice a year in June and September. This was felt insufficient especially as we have now been told by the NCC Countryside Access Officer that the NCC vegetation cutting contract is for surface vegetation only. NCC contractors do not cut back hedges, branches, overgrowth or brambles that overhang public rights of way. Councillors felt that this was a serious omission.

After discussion it was agreed that FPC explores a service delegation agreement (SDA) with NCC for FPC to undertake PROW cutting across the parish as a whole, resulting in cutting being removed from the NCC schedule for the duration of the SDA. The rate of payment to FPC would be equivalent to the rate that NCC would pay their appointed contractor to undertake the work.

e) To authorise the Clerk to obtain quotations for a new owned email address to replace fleggburhpc@gmail.com. This was authorised.

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. Cllr TG noted that he would stand down as Chair at that meeting.

9. To receive reports from

a) FPC's Village Hall Representative: Cllr Merritt reported that Jackie Payne is standing down as Chair. The VH committee needs more members. There is a quiz in March 2026. The VH financial budget is healthy. Cllr KO had been thanked by the VH for liaising with a new contractor to service and repair the boiler. Some further work on the boiler was still necessary. In summary the 3 major projects the VH has are the existing car park and proposed extension, internal insulation of the building, and the further work identified for the boiler.

b) FPC's Footpath Wardens: Cllr Osborne reported that due to a heavy cold lasting a couple of weeks he had not been able to contact the footpath wardens. However he did note that the finger post on FP11 had been replaced and it was agreed that the Clerk would follow up with NCC Highways what action they were taking with the farmer where the footpath was cropped. With this exception it was noted that all the actions from the previous meeting had been addressed with NCC Highways.

Unconnected to footpaths in general but connected to reports to NCC Highways, 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. In one response NCC Highways had told the Clerk that Rollesby Road was earmarked for resurfacing. The Clerk was also asked to report the overgrown hedge at the Wesleyan Chapel on Rollesby Road and the narrow pathway adjacent to the A1064 outside Fleggburh House. It was also noted that there was rubbish to be cleared from the leased land.

c) FPC's SAM (Speed Awareness Monitoring) Team: Cllr Osborne reported that the latest results did not reveal any significant speeding.

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

Notwithstanding the fact that Cllr DF has excluded himself from the decision-making in respect of this item (see item 2 above – Declarations of Interest, Decision-Making etc), the Chair felt it would be helpful if DF could share his knowledge of the likely activity. The request came from 3 individual members of a local Photographic Society (as opposed to the Society itself) who wanted to capture photographs of wildlife, flora and fauna in this natural environment. The lessee of the land had already been contacted and it was noted that the gate to the land would be kept closed at all times. Furthermore, if the horses were grazing in the woodland area the photographers would not visit. It was agreed that the members' request for access could be granted.

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

The Clerk noted that there is an Openreach checker for each property (www.openreach.com/fibre-checker) for property owners to check their connection and request updates on planned improvements by Openreach. In the main properties have either full fibre (the best connection) or Fibre to the cabinet. After discussion it was felt that homeowners and business owners had sufficient information to check their property's fibre connection, and that no further action was required by FPC.

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

See comments under Footpaths above.