

FLEGGBURGH PARISH COUNCIL

Serving Burgh St Margaret, Billockby and Clippesby

www.fleggburghparishcouncil.gov.uk

Tel: 07502 735991; Email: clerk@fleggburghparishcouncil.gov.uk

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

To All Councillors: You are hereby summoned to attend a meeting of Fleggburgh Parish Council on **Wednesday 9 September 2026, 7pm 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. Please note printed meeting papers are not available at this meeting.

AGENDA FOR 9TH SEPTEMBER 2026

A supporting information - see link on FPC website 'Agendas and Minutes'

Signed *Paul Johnson* Paul Johnson 4 September 2026

1. **To consider apologies for absence.**
2. **To appoint a Vice Chair and to appoint members of the Staffing Committee and the Complaints Committee.**
3. **Declaration of interest for items on the agenda and applications for dispensation.**

See Note to Councillors. **A**

4. **To approve the minutes of the meeting held on 5 August 2026 (**A**) and authorise the Chair to sign 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.
 - b) County / Borough Councillors & Police.
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.

7. Finance

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

HM Land Registry – search fees paid by FPC Clerk 1 September 2026	£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.**

- b) To note and approve the Financial Summary for the 5 months ended 31 August 2026; Bank Reconciliation at 31 August 2026. **A**
- c) To authorise future payments to the contractor LSL Surfacing Ltd in accordance with the contract (see Minute 5(b), meeting 5 August 2026).

8. Planning Applications

Councillors to note the one application commented on by FPC between meetings and to discuss two new applications. **A**

New applications:

- a) 06/26/0663/NMA – non-material amendment Fleggburgh Village Hall
- b) 06/26/0673/TRE – tree works 8 Bygone Close, Fleggburgh NR29 3FA

Application between meetings:

- a) 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

Update from Cllrs Osborne and Manning.

10. To receive reports (if any) from:

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

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)

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

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

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 negotiation 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'.

15. Confidential Matter

Four items of a confidential nature will be discussed:

- a) Review of Terms of Reference for Staffing Committee (adopted 3 November 2022)
- b) Adoption of Terms of Reference for Complaints Committee (none on website)
- c) Clerk's annual appraisal
- d) Review of Clerk's Contract of Employment

16. Meeting Close