

FLEGGBURGH 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 13 May 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 7 May 2026

- 1. Election of Chair**
- 2. Election of Vice Chair**
- 3. To consider apologies for absence**
- 4. Declaration of interest for items on the agenda and applications for dispensation excluding Agenda Item 14.**

Note to Councillors

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.

- 5. a) To approve the minutes of the meeting held on 30 April 2026 (before public was excluded) and authorise the Chair to sign to evidence approval.**
- b) To approve the minutes of the part of the meeting held on 30 April 2026 where the public was excluded under the Public Bodies (Admission to Meetings) Act 1960 where items of a confidential nature were discussed. To authorise the Chair to sign to evidence approval.**
- 6. 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.

7. Projects in Progress – Updates

There are a number of projects in progress detailed below. Updates are given on the FPC website (fleggburghparishcouncil.gov.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) Neighbourhood Development Plan Review

- d) Footpath extension and new bus shelter on Village Hall south side of A1064
- e) Gateway Signs: Rollesby Road, Burgh St Margaret and Main Road, Clippesby
- f) Double yellow lines at Town Road/Main Road
- g) Registration of the land at Fleggburgh Village Hall and recreation ground
- h) Migration to new .gov.uk website address for FPC and Clerk email address.

8. Finance

a) To authorise the following payments:

Parish Clerk Working from Home Allowance April 2026 and May 2026	£52.00
Parish Clerk Salary payable 31 May 2026*	£597.98
Parish Clerk Salary payable 30 June 2026*	£597.98
Norfolk Parish Training and Support invoice 30601 1 April 2026(i)	£273.60
Norfolk Parish Training and Support invoice 30360 6 February 2026(ii)	£49.92
Hoveton Village Hall & Recreation Ground 30 April 2026	£46.50
Fleggburgh Village Hall 1 May 2026	£60.00
Norfolk Association of Local Councils Membership	£279.67
Greenbarnes Limited New Noticeboard 24 April 2026 (Order 32739/3 invoice to follow before delivery)	£1,803.55
Subsistence PAT Testing 14 March 2026	£15.00
Dog Waste Sacks – invoices to be reimbursed to Clerk (online order)	£56.89
HP Printing Ink supplied by Clerk	£15.00
Reedsafe PAT Testing 6 May 2026	£120.00

HMRC will reduce amount payable to Clerk.

(i) Membership 1 April 2026 to 31 March 2027

(ii) Training course

- b) To note and approve the Receipts and Payments summarised for the 12 months ended 31 March 2026; bank reconciliation at 31 March 2026. These are posted on the FPC website.
 - c) To note and approve the itemised Receipts and Payments and bank reconciliations for March 2026 and April 2026. These are detailed in Appendix 1.
9. a) To receive and note the Annual Internal Audit Report. The Internal Audit Report will be conducted by 11 May 2026 and a pro forma is included in the attached agenda papers.
- b) To complete the Annual Governance Statement (Section 1) for 2025/26 and to approve it. A pro forma is included in the attached agenda papers.
 - c) To consider and approve Section 2 Accounting Statements 2025/26. The figures have been included in the attached agenda papers.

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

8 July 2026

9 September 2026

11 November 2026

To consider and decide whether July and September meetings should commence at 7pm instead of 2.30pm.

11. To receive reports from

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

12. Future Work Streams – to discuss progress

- 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 – updated 31 March 2026 on FPC website to be considered and approved.
- g) FPC IT Policy – draft policy in meeting papers to be considered and adopted.

13. Items for Next Agenda

14. To consider a resolution to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to consider the following confidential matters:

- a) Declarations of interest for agenda item 14(b) and applications for dispensation**
- b) Decision required on FPC confidential matter**

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 the Councillors at this meeting whether the press and public's exclusion from agenda item 14 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 14 is discussed'.

15. Meeting Close

APPENDIX 1

Payments and Receipts since last report date of 28 February 2026 (£)

28/02/26	Bank Balance	+61,408.77
02/03/26	Leased Land	+208.00
31/03/26	Interest Received	+299.95
16/03/26	CC Planning	-1,890.00
16/03/26	CC Planning	-1,890.00
16/03/26	Printer Ink.....	-13.00
16/03/26	Fleggburgh Village Hall	-80.00
16/03/26	Work from Home Clerk.....	-52.00
16/03/26	Reedsafe.....	-244.25
27/03/26	Parish Clerk Salary.....	-478.38
31/03/26	Bank Service Charge	-7.00
31/03/26	Bank Balances	+57,262.09
01/04/26	Leased Land	+208.00
21/04/26	GYBC Precept (£11,400) and Burial Grounds (£1,150)	+12,550.00
23/04/26	ICO	-47.00
23/04/26	HMRC	-358.80
29/04/26	Parish Clerk Salary.....	-472.78
30/04/26	Bank Service Charge	-7.00
30/04/26	Bank Balances	+69,134.51