THESE MINUTES ARE DRAFT AND WILL BE CONSIDERED FOR APPROVAL BY THE COUNCILLORS AT THE FPC MEETING ON 20 JANUARY 2027.

FLEGGBURGH PARISH COUNCIL

Serving Burgh St Margaret, Billockby and Clippesby
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Chair: Cllr Terry Gammans, Vice Chair: Cllr Christine Merritt, Parish Clerk: Mr Paul Johnson

All Councillors were summoned to attend a meeting of Fleggburgh Parish Council on **Wednesday 11 November 2026, 7pm at Fleggburgh Church** for the purpose of transacting the following business as detailed in the minutes below. Members of the press and public were invited to attend.

MINUTES FOR 11 NOVEMBER 2026

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

Three members of the public attended. Norfolk County Councillor Jason Hughes was also in attendance. FPC Councillors Gammans, Merritt, Manning, Osborne and Thompson attended.

1. a) Apologies for absence

PC Callum Ball had contacted the Clerk explaining that he was unable to attend. He noted that he could always be contacted should any police-related matters need to be discussed.

b) The co-option of a new Councillor

Clare Dyble had met with the Chair and expressed an interest in joining FPC as a Councillor. She had completed an application form and made a brief verbal presentation detailing her local government and charity background and experience. A motion to co-opt Clare Dyble was proposed by Councillor Gammans and seconded by Councillor Merritt. All Councillors unanimously approved Clare Dyble's application. Clare Dyble completed and signed a Declaration of Acceptance of Office. She was aware that she would have to complete the Member's Interests Form in the next 28 days, and this would be filed with GYBC. From this point Clare Dyble joined FPC and was welcomed to the meeting.

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

See Note to Councillors. **A**

Councillor Gammans noted that:

a) FPC is the custodian trustee of Fleggburgh Village Hall and Playing Fields.

b) Councillor Thompson is a GYBC Councillor.

c) Councillor Merritt is a committee member of Fleggburgh Village Hall and Playing Fields acting as FPC's representative.

d) Councillor Gammans is a trustee of Billockby and Burgh Lands Trust.

e) Councillor Thompson is the owner of Filby Post Office which is hosted regularly at Fleggburgh Village Hall. This is a financial interest.

f) Councillor Merritt's sister is progressing the voluntary first registration of freehold land for FPC.

Councillor Gammans confirmed with the Councillors that there were no other disclosable interests. It was formally noted that in accordance with FPC Code of Conduct all Councillors have asked for and been granted dispensation to participate in discussions on all items of the agenda and to vote on those items.

The Chair has confirmed that these dispensations have been approved.

3. **The minutes of the two meetings held on 9 September 2026 (A) and on 9 October 2026 (A) were unanimously approved and the Chair duly signed the minutes to evidence his approval.** Note: original draft minutes of 9 October were accepted incorporating amendments following further input before this meeting.

4. **Public Participation**

a) It was noted that 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. A member of the public supported and talked in detail about the benefits of two bus shelters in Billockby. These bus shelters were subsequently discussed (see minute 11 below).

b) Norfolk County Councillor Jason Hughes. Councillor Hughes was welcomed to the meeting and he discussed social care, SEND, £10M allocated to James Paget Hospital, post 16 years old travel to education establishments contribution increases. He also referred to Norfolk Fire & Rescue's 'Good' rating, lessons learnt from the Essex incident involving the storage of Ammonium Nitrate, and the Giving Tree Books Initiative via Waterstones.

c) GYBC Councillor Thompson. Councillor Thompson referred to the £60,000 play equipment for Fleggburgh Village Hall and the agreement for a bus stop in the layby at Broad Farm. He mentioned the upcoming GYBC elections in May 2027, the resurrection of local government reorganisation, and the GYBC Borough Plan increasing the number of dwellings from 380 to 548. Whilst the recent Call For Sites had yielded a number of locations in the Filby Parish Council area, only one site was identified in the Fleggburgh Parish Council area, that being the land behind Rye Gardens. Twenty dwellings have been previously approved for land off Tower Road.

5. **Finance**

a) The following transactions were discussed and authorised: **A**

Maple Tree Services Ltd – cemetery maintenance 27 October 2026	£2100.00
Parish Clerk Working from Home Allowance October and November 2026	£52.00
Parish Clerk Salary payable 30 November 2026**	£1235.81
Payne's Horticultural Services - additional contract costs re FP16 7 October 2026	£135.00
Payne's Horticultural Services – footpaths maintenance 2nd payment 1 October 2026	£1622.00
Fleggburgh Church Donation – meetings held in November and October 2026	£50.00
Paul May – St Peter's Church calendar 2026 maintenance October 2026	£950.00
Invoice to NCC - Service Delegation Agreement 4 November 2026	£1149.65
Receipt from GYBC – Precept 2nd Instalment 4 October 2026	£12550.00

***HMRC PAYE and NIC will reduce amount payable to Clerk.*

Since the agenda was published FPC had received two invoices from LSL Surfacing Ltd in connection with the car park works. FPC is solely responsible for the commissioning and payment of all car park construction works. The invoices dated 6 November 2026 were published on the FPC website when received and are for £3,090 and for £36,807. In the FPC meeting on 9 September 2026 under minute 7c) the Councillors resolved unanimously to approve all stage payments to LSL. **RESOLVED UNANIMOUSLY TO APPROVE ALL THE ABOVE NINE TRANSACTIONS AND THE PAYMENTS TO LSL.**

b) The Councillors noted and resolved to unanimously approve the Financial Summary for the 7 months ended 5 November 2026 and the Bank Reconciliation at 5 November 2026. **A**

6. **Planning Applications**

The Councillors noted and confirmed the two applications commented on by FPC between meetings.

Application between meetings:

a) Beech House, Main Road, Fleggburgh NR29 3BA – change of use of agricultural land to garden land for Beech House for siting of 10 PV panels. **FPC did not support.**

b) 26, The Village, Fleggburgh NR29 3DL – single storey flat roof extension. **FPC supported.**

7. Fleggburgh Village Hall Car Park

Councillor Osborne updated the meeting on the progress as follows:

a) The work is expected to be finished by 19 November 2026.

b) The yellow posts close to the main road frontage may be changed in some way to match the new bollards.

c) The footprint of the car park is in accordance with the planning application. However the white lining of the bays may result in an immaterial revision to the total number of bays achieved.

d) LSL would be asked to supply the certifications for the layers of materials (granite etc) used in the new extension car park as these are evidential for planning purposes.

e) In creating the bund there has been liaison with the neighbouring land owner.

f) The big orange seat could not be repositioned as originally planned as the underground concrete base could not be removed. It also had cracks in its joints and after consultations with the contractor and FVH&PF it was decided that the seat should be scrapped. Alternative seating may be considered in the future.

8. Highways Issues Verbal Update

a) Corner Town Road/A1064 unsafe and illegal parking behind double yellow lines.

The Chair welcomed input and insight from Councillors Hughes. NCC Highways won't do anything until the boundary position is resolved. The Clerk noted that this has been 'progressing' for a number of years. He had recently contacted nplaw and the team leader at nplaw initially thought the case had been resolved.

The solution to stop parking at this location would be a high kerb as opposed to the current over runnable kerb, and two bollards on the pavement. It would be preferable if the double yellow lines had the intermittent two blips on the kerb. This would allow GYBC Enforcement to ticket vehicles immediately on their arrival if illegally parked. At present Enforcement Officers have to wait by a private vehicle for five minutes and a commercial for ten minutes before issuing a ticket. Blue Badge holders can park with only time clock restrictions.

The current situation may be improved if the Kings Arms could be encouraged to advertise the existence of free Village Hall car parking on its website and could erect a prominent sign stating that free parking is available at the Village Hall if the Kings Arms car park is full. In addition there may be some reluctance for drivers to park at the Village Hall when not using the Village Hall facilities. Many drivers are fearful of being ticketed by private car park owners. GYBC Enforcement Officer had suggested the merit of the double blip pavement markers and the signage in both the Kings Arms car park and the Village Hall car park to promote awareness and availability of alternative off road parking.

In conclusion the Councillors noted the potential solution offered by NCC Highways but due to the significant time that has elapsed since this item was first reported the Councillors knew that the residents would have significant reservations that there was no immediate timetable to resolve the problem.

Resolved that Councillor Dyble will liaise with the Kings Arms.

b) Corner of Town Road/A1064 surface water flooding.

It is not possible to install a surface water attenuation system underground close to the Kings Arms barn building because of its foundations and the existence of utilities underground.

The ultimate solution is to build out the pavement along Main Road and the corner so that underground water attenuation could be installed and the pavement widened. However NCC won't do this until nplaw has resolved the highway boundary edge. It was noted that residents would be more accepting of this delay were it not for the fact that the problem had subsisted for many years without any apparent urgency on the part of NCC Highways to resolve the problem.

In conclusion the Councillors noted the potential solution offered by NCC Highways but due to the significant time that has elapsed since this item was first reported the Councillors knew that the residents would have significant reservations that there was no immediate timetable to resolve the problem.

c) A1064 opposite Rye Gardens surface water flooding.

NCC plan to jet the pipework from the gully on the north side of the A1064 and the pipework under the A1064 and underneath the Rye Gardens properties to where it reaches the open culvert on Marsh Lane. They intend to re-dig the ditch and to discuss with adjacent landowners the need to keep the ditch clear of hedge cuttings etc.

The Clerk mentioned another solution which he had put to NCC Highways but had no response. This solution was to eliminate the open culvert and to bury a perforated pipe underground. The Clerk also commented that the building belonging to the adjacent landowner on the A1064 had suffered in that the bricks were now severely eroded and needed to be replaced. In conclusion the Councillors noted the actions proposed by NCC Highways which may or may not be successful.

9. The Councillors reviewed the following policies and confirmed that they remain appropriate subject to the comments below (these policy documents can be found on the FPC website under 'Council Documents' A):

a) General Reserves Policy
b) Grant Award Policy
c) Grant Application Form
d) Code of Conduct
e) Co-option Policy
f) Planning Policy
g) Expenses Policy
h) Social Media Policy
i) FPC Publication Scheme
j) Health and Safety Policy

In respect of a) General Reserves Policy, whilst the policy per se remains appropriate references within the policy to the Joint Panel on Accountability and Governance should now refer to the Smaller Authorities Proper Practices Panel. The Grant Award Policy should no longer refer to Reepham. The £100 de minimis amount for grants should become £300. To be clear, applications for funding under £300 will be considered as donations.

10. Litter Collectors and Bus Shelter Cleaning

FPC considered whether it should formally ask for volunteers who can help with these tasks. All materials could be supplied by FPC. Following a detailed discussion involving Councillor Jason Hughes it was decided that there could be periodic litter picks involving a special task force. It was noted that Councillor Hughes will contact FPC at a suitable time for a litter picking initiative. If bus shelter cleaning was necessary this would be undertaken.

11. FPC/NCC Partnership Schemes

FPC considered three projects as outlined in the meeting papers. A

a) Trod outside Fleggburgh House on A1064. After discussion it was agreed to make a Parish Partnership application. The Clerk had been promised a diagram outlining the works by NCC Officer Bradley Shaw but despite a number of reminders the NCC Officer had not responded to any email. The Clerk had also suggested that these works should not involve a contribution from FPC as they were road safety issues. Estimated FPC cost £12,500.

b) Bus shelter at Billockby in direction of Acle. After detailed discussion considering comments from residents it was agreed to make an Active Travel application. Estimated FPC cost £2,400.

c) Bus shelter at Billockby in direction of Caister. After detailed discussion it was agreed to make an Active Travel application. Estimated FPC cost £800.

In addition, Councillor Osborne mentioned that it had been agreed that the village gateway signs which state Fleggburgh should be changed to reflect the village name of Burgh St Margaret. It was agreed that a Parish Partnership scheme application should be made to change the names on these village gateway signs. Estimated FPC cost unknown but thought to be <£1,000.

12. To consider opportunities for funding and projects that can be delivered in 2027.

FPC considered opportunities for funding and projects that can be delivered in 2027. FPC noted that the Clerk is investigating funding for the following initiatives on behalf of FPC:

a) EV destination chargers in Fleggburgh. All supporting and enabling costs are 100% funded.

b) Fleggburgh Village Hall Tesla Powerwall 3, inverter and gateway, and solar panels enabling export to grid and limited time off-grid running in a power cut.

c) Funding from British Sugar Corporation, Cantley as part of the Cantley community legacy initiative.

d) Highways sweeping.

e) Two pieces of fully funded play equipment for Fleggburgh Village Hall, cost £18,000 (target trainer and climbing wall for all ages).

f) 350 sapling trees from Woodland Trust.

g) Two village signs amended to one after Councillor Osborne commented that the Clippesby had in the recent past been refurbished.

h) Fleggburgh church clock chimes repair. The Clerk agreed to share information with Councillor Dyble.

i) Fleggburgh cemetery oak gate posts.

j) Boundary advertising at Fleggburgh Village Hall.

k) Fleggburgh Bowls Club refurbishment of greens and facilities, cost £9,300.

l) Easy Funding Initiative

Councillor Osborne felt that the Community Actions in the Neighbourhood Plans should be reflected in the funding initiatives under investigation. Councillor Osborne also suggested that the Community Actions should be documented on the FPC website and Facebook page, and parishioners should be invited to share their thoughts on these and other initiatives.

The Chair suspended Standing Orders to enable a contribution from a member of the public who commented that the Neighbourhood Plan had achieved a high level of community engagement according to the Consultants employed by FPC, and that parishioners would benefit from a running page detailing the Community Actions on the Neighbourhood Plan rather than just having ‘News’ and Facebook page updates. The Clerk explained that his approach to projects was to see what improvements were being delivered in the UK and how they were funded and then discussing them in the context of Fleggburgh villages. Whilst not repeating the wide consultation of the Neighbourhood Plan, he had engaged with the Parochial Church Council and the Village Hall Chair to inform himself of desirable projects. It was resolved that the FPC website and Facebook page would be updated to address these concerns.

13. Billockby and Burgh Lands Trust

Councillor Gammans referred to the cattle grid and that work would be required to the Common Track and hedging in 2027. This would be factored into the budget in 2027 with an estimate of the FPC contribution, the residents' contribution and the Broads Authority's contribution. There had been no residents' contributions to date.

14. Next Meeting

20 January 2027 at 7pm – Fleggburgh Village Hall. Calendar of 2027 meetings is on the FPC website.

15. FPC considered a resolution to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss a confidential matter:

In accordance with FPC Standing Order 20(b) and under the Public Bodies (Admission to Meetings) Act 1960, members of the public were required to leave as the council decided that an item of a confidential nature, namely the early stages of a dispute and potential legal proceedings, was being discussed.

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 16 is discussed.

16. Confidential Matter

The confidential matter which related to a contractual item and the early stages of a dispute was fully explained and discussed. At this point in time no action was proposed.

17. Meeting Close

The meeting closed at 8.55pm.