

FLEGGBURGH PARISH COUNCIL
Serving Fleggburgh, Billockby & Clippesby

Email:
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Website:
<http://fleggburghpc.norfolkparishes.gov.uk>

Telephone:
0750 273 5991

DRAFT MINUTES OF THE FLEGGBURGH PARISH COUNCIL MEETING

AT FLEGGBURGH VILLAGE HALL

On Wednesday 22nd March 2023 at 7.30pm

In attendance: Cllr R Doyle (Chair), F Dockerty, C Merritt and S Hacon.
Locum Clerk: Miss L Dawson

Members of the public: 4, including Cllr Adrian Thompson.

1. APOLOGIES

1.1. None.

2. DECLARATION OF INTERESTS

2.1. None.

3. CO-OPTION

3.1. None.

4. UPDATES ON ANY MATTERS NOT ELSEWHERE ON THE AGENDA

- 4.1. The pedestrian crossing project is in progress, Road Safety Community Fund grant application has been successful. Additional funding streams have been located.
- 4.2. It was noted that the HMRC £100 penalty appeal was successful.
- 4.3. The gateway signs have been installed.

5. MINUTES OF THE PREVIOUS MEETING

- 5.1. The minutes of the Full Council Meeting held on 22nd February 2023 were AGREED as a true and correct record of the meeting and signed by the Chair.

6. PUBLIC PARTICIPATION

- 6.1. Reports from County and Borough Councillors and Police Report.
Cllr Adrian Thompson reported that the bus is now running as of 13th March, extended discount now available. Shed shop and Fleggburgh School have benefited from £500 and the Village Hall for £500 donations have been given, prepared to purchase new laptop for the SAM2, to be gifted to the Parish Council. Coronation is up-coming mugs have been purchased for mugs for the schools. Gateway Signs have been installed. A reminder that elections are coming up on 4th May, public to remember to take their photo ID with them.
- 6.2. No public questions received.

7. PLANNING

- 7.1. **Consultee responses to any planning applications received from Great Yarmouth Borough Council and Broads Authority before the meeting date:**

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- 7.1.1. 06/23/0175/HH, Proposed rear extension and loft conversion. Willowtree Bungalow, Tretts Lane, NR29 3AT. Deadline 4th April. It was RESOLVED to respond with NO OBJECTION, PROPOSED Cllr Doyle, seconded Cllr Dockerty.
- 7.2. **To receive notification of planning decisions taken by Great Yarmouth Borough Council and Broads Authority, and any received before the meeting.**
- 7.2.1. None.

8. FINANCE

- 8.1. An up-to-date bank reconciliation was RECEIVED.
- 8.2. It was RESOLVED to open a T1 Unity Current Bank Account, transfer and close the two Lloyds current accounts and keep the Lloyds Reserve Account for additional funds.
It was AGREED to confirm the signatories as R Doyle, F Dockerty & C Merritt.
- 8.3. The payments list was APPROVED.

Company	Description	Net	Vat	Gross
Salaries	Month 12	£320.00	£0.00	£320.00
HMRC	Month 12	£80.00	£0.00	£80.00
S Hunt	Administration Services	£90.00	£0.00	£90.00
Vodafone	Top-Up credit – Refund L Dawson	£5.00	£0.95	£5.95
Viking	Folders, Stamps, stationary	£68.08	£6.82	£74.90

9. HIGHWAYS

- 9.1. The SAM2 report was RECEIVED.
- 9.2. It was AGREED to accept the offer from Cllr Adrian Thompson to fund a laptop for the Speed Watch group. Fleggburgh Parish Council to purchase. User agreement to be written and signed. PROPOSED Cllr F Dockerty, seconded R Doyle.
- 9.3. It was AGREED to accept the Garden Guardian quotes, 8 cuts on the footpaths at £889.00 + VAT. Village Hall at £1658.00 + VAT and Church and Burial Ground at £2931.00 + VAT. PROPOSED R Doyle, seconded Cllr F Dockerty.

10. ADMINISTRATION

- 10.1. It was RESOLVED to budget £100.00 to bind historical minutes with Pear Tree Binding ready to be archived. PROPOSED Cllr C Merritt, seconded R Doyle.
- 10.2. It was RESOLVED, to take the laptop to an IT specialist for maintenance and updated. PROPOSED Cllr R Doyle, seconded F Dockerty.
- 10.3. The future meeting dates were AGREED.
- 10.4. It was AGREED for the Clerk to liaise with the Village Hall Committee regarding the Coronation 6th May Event and offer assistance if required.
- 10.5. The Business Continuity Plan was APPROVED.
- 10.6. The Disciplinary Policy was APPROVED.
- 10.7. The Grievance Policy was APPROVED.
- 10.8. The Equality and Diversity Policy was APPROVED.
- 10.9. The Document Retention Policy was APPROVED.
- 10.10. The General Reserves Policy was APPROVED.

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10.11. The Internal Control Policy was APPROVED.

10.12. The Financial Risk Assessment was APPROVED.

10.13. The Financial Regulations were APPROVED.

It was RESOLVED to approve all policies, PROPOSED Cllr R Doyle, seconded Cllr C Merritt.

11. ITEMS FOR NEXT AGENDA.

12. NEXT MEETING OF THE PARISH COUNCIL

Full Council - Wednesday 19th April 2023.

In accordance with the Public Bodies (admission to meetings) Act 1960 the chair of the meeting RESOLVED to exclude the press and public during consideration of the following item due to the confidential nature. PROPOSED Cllr R Doyle, seconded Cllr F Dockerty.

13. The recruitment documents, terms of contract and timescale were AGREED. It was AGREED to advertise on NALC, Facebook and local noticeboards. The deadline for applications is to be 14th April 2023. Any applicants to be reviewed on 19th April 2023. Advertise: NALC – Facebook – Noticeboards.

Meeting Closed: 20:25