

**Minutes of the Meeting of Filby Parish Council held on
Monday 7th May 2025 at 7pm at Filby Club Room**

Present: Adrian Thompson (Chairman)
Louise Elms
Karen Leftley
Derek Nicker
Ian Richardson
David Shaw
Catherine Moore, Parish Clerk

Also present: 10 members of the public.

1. Election of Chairman

Adrian Thompson was elected as Chairman, proposed by David Shaw, seconded by Louise Elms, all in favour. The Declaration of Acceptance of Office was signed.

2. Election of Vice Chairman

David Shaw was elected as Vice Chairman, proposed by Derek Nicker, seconded by Karen Leftley, all in favour.

3. Apologies for Absence

Apologies for absence were received from Lynette Hutchinson.

4. Declaration of Interest for items on the agenda

Adrian Thompson declared an interest in item 7a Heath Farm as the owner of the site.

5. Minutes of the meeting held Wednesday 5th March 2025

The minutes of the meeting were **agreed**, proposed by Ian Richardson, seconded by Derek Nicker, all in favour.

6. Public Forum

a) Public
None.

b) Borough Councillor

Adrian Thompson reported that Great Yarmouth Borough Council had put forward proposals for three councils in Norfolk, a mod which was supported by all seven city, district and borough councils. He summarised the press release which was available from GYBC. The Neighbourhood Plan should still be valid, however the Borough Local Plan would have to be revised if the model became one Unitary authority.

c) County Councillor
Not present.

d) Police
Not present.

7. Planning

a) New Applications

06/25/0291/HH 1 & 2 Howletts Cottages, Thrigby Road: Two-storey side extension with stove flue and associated works.

It was **agreed** to support the application, proposed by Louise Elms, seconded by Karen Leftley, all in favour. **ACTION: Clerk**

Adrian Thompson left the meeting and David Shaw took over the chairmanship.

06/25/0296/F Heath Farm Poultry Farm and land to the north of Blanks Close (off Market Lane): Change of use of former poultry rearing facility and agricultural land to provide an animal sanctuary, wildlife rescue and welfare centre (Sui Generis use) comprising use of the poultry shed building for animal treatment and rehabilitation, and erection of 2no. sheds, stable building and aviary pens and associated parking.

It was **agreed** to submit no objections to the application, proposed by Derek Nicker, seconded by Karen Leftley, all in favour. **ACTION: Clerk**

Adrian Thompson returned to the meeting and retook the chairmanship.

- b) Applications considered between meetings
06/25/0113/CU The Old Stables, Main Road: Change of use from residential institution (Use Class C2) to residential dwelling (Use Class C3). **NO COMMENTS**

- b) Decisions
None.

8. Finance

- a) Finances 2025/26 To Date
The accounts to 28th April 2025 were noted, with £28,608.71 in the bank accounts, of which £250 was earmarked for the Neighbourhood Plan. Since the last meeting the following had been received:
- Precept and Concurrent Functions - £9,486
 - Insurance Claim - £1,850
 - Allotments - £393.42

- b) Year End Finances 2024/25
The year end finances were noted.

- c) Internal Audit Report 2024/25
The internal audit report was noted.

- d) Annual Governance Annual Return 2024/25
The Annual Governance Statement was **agreed**, proposed by Louise Elms, seconded by David Shaw, all in favour. The Annual Accounting Statement was **agreed**, proposed by Louise Elms, seconded by David Shaw, all in favour. **ACTION: Clerk**

- e) Prices for Insurance Renewal
It was **agreed** to renew for 1 year at £2,216.47, proposed by Louise Elms, seconded by Ian Richardson, all in favour. **ACTION: Clerk**

- f) Update on Insurance Claims
The Clerk reported that the village gateways claim had been paid at £1,850 and that the excess of £100 was being pursued from the third party. The Millenium Shelter claim would be paid once the final bill was received. **ACTION: Clerk**

g) General Reserve

The Clerk noted that councils were required to identify a level of General Reserve between 3 and 12 months of revenue expenditure, which should be maintained in the accounts. She recommended maintaining a General Reserve of £9,000, which was **agreed**, proposed by David Shaw, seconded by Karen Leftley, all in favour.

ACTION: Clerk

h) Payments

It was **agreed** to pay the following, proposed by David Shaw, seconded by Ian Richardson, all in favour:-

C Moore	Salary Mar & April 2025	£519.50
HMRC	PAYE Mar & April 2025	£58.00
Filby Village Hall	Clubroom Hire 2024-25	£260.00
Burrell Pest Control	Mole Control	£190.00
Kerrie Wilton	Internal Audit	£100.00
Norfolk County Council	Rent	£950.00

9. **Correspondence**

a) Speed Limit at Filby Heath

An email had been received expressing concern about the speed limit at Filby Heath. It was suggested that with the West Caister development, there was an opportunity to request that the speed limit at Filby Heath be reduced, and that speed cameras should be installed, proposed by Ian Richardson, seconded by Derek Nicker, all in favour. It was suggested that the SAM2 data from the Annual Parish Meeting should be submitted with the letter.

ACTION: Clerk

b) Local Government Review

Norfolk County Council was hosting briefing sessions for town and parish councils regarding local government review, details were circulated.

c) General Correspondence

The resurfacing of the road through Fleggburgh and Filby was noted.

10. **Reports on Parish Assets**

a) Allotments

It was noted that the new tenancy documents had been issued and were due back by 30th June 2025. Any garden or grazing plots not renewed by that date would be vacated by 30th September and reallocated, this would be on the July agenda to discuss.

ACTION: Clerk

It was **agreed** that the Clerk would administrate the reallocations if any were given up before October.

b) Drainage, Footpaths and Highways

Highway Visibility at Pound Lane - Ian Richardson reported that Norfolk County Council needed to be engaged with the safety issues at this area.

Wheelchair Accessible Path Thrigby Road to Church – Ian Richardson reported that the works were progressing well. It was noted that there were some tree concerns which were being inspected.

- c) Claypits
Ian Richardson reported that there were no concerns, with a few weeds on the surface.
- d) General Parish Council Assets
It was noted that someone had set fire to the end of the Boardwalk, there were three planks that needed replacing.

11. Neighbourhood Plan

- a) Update
Adrian Thompson reported that the Plan was out for consultation with stakeholders, and that there would be a public consultation event on 14th June 2025.

12. Other Matters

- a) Transfer of Footbridge from Essex and Suffolk Water
It was noted that an offer had been made for the Parish Council to adopt the footbridge with a maintenance fee of £350 per annum paid to the Parish Council. It was noted that the structure would need to be insured. It was **agreed** that a draft adopter agreement would be requested, with a clause for index linking, which would be considered at the next meeting. **ACTION: Clerk**
- b) Trinity Broad Keyholders
The keyholder renewal letter returns were considered, and it was **agreed** to forward them for approval, proposed by Adrian Thompson, seconded by David Shaw, all in favour. **ACTION: Clerk**
It was noted that the person on the list for a rowing boat key would be refused by the Broads Authority due to previous behaviour.
Adrian Thompson would chase the two outstanding forms, and request the keys back if not renewed.
- c) Individual Activity Risk Assessments
This was ongoing. **ACTION: Clerk**
- d) Monthly Inspection Regime for Zip Wire
The Clerk reported that in researching what others did about inspecting zip wires, it was clear that a monthly visual inspection was carried out by a trained individual, with training on play equipment inspection being provided by Community Action Norfolk. This could be carried out by a volunteer appointed by the Parish Council. It was **agreed** that Netty's son would be asked whether he would take this task on. **ACTION: AT**
The Clerk noted that the Council was exposing itself to risk by not moving this forward, and that this had been on the agenda for a number of months.
- e) Section 106 Developer Contributions Funding
The funding pool was noted, with a closing date of 30th June 2025. There were no projects put forward.
- f) Insurance Claims
Covered earlier in the agenda.

13. Items for the next agenda

Continued keeping of the zip wire – it was **agreed** that young people would be invited to discuss what they would like to see provided. **ACTION: Clerk**

Average Speed Cameras

14. Date of Next Meeting

The next meeting would take place on **Monday 14th July 2025** at 7pm at Filby Club Room. Agenda items to the Clerk by Wednesday 2nd July 2025.

The meeting closed at 8.35pm.

CHAIRMAN