

**Minutes of the Meeting of Filby Parish Council held on
Monday 5th March 2025 at 7pm at Filby Club Room**

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

Also present: 11 members of the public.

1. Apologies for Absence

Apologies for absence were received from Louise Elms.

2. Declaration of Interest for items on the agenda

David Shaw declared an interest in item 5a as he lived next door to the plot.

Adrian Thompson declared an interest in item 6d as he was Chairman of Filby in Bloom.

3. Minutes of the meeting held Wednesday 8th January 2025

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

4. Public Forum

a) Public

A member of the public reported that there was a tree fallen across the footpath over the bridge into Fleggburgh. Ian Richardson would look at this. **ACTION: IR**

A member of the public reported that the netting was loose on a footbridge near the car park at the bridge, this was the responsibility of the Broads Authority. It was noted that if materials could be provided, labour could be volunteered.

It was noted that a street lamp along Main Road needed replacing, Adrian Thompson noted that this was scheduled to be replaced. Adrian Thompson would chase this.

ACTION: AT

b) Borough Councillor

Adrian Thompson reported that the double yellow and zig zag lines would be repainted in May. The Borough Council Local Plan had been submitted and should be adopted from January 2026. Filby's Neighbourhood Plan would become very important with the local government reorganisation. Regarding Devolution, the next meeting would be on 10th March, and a staff meeting would take place on 18th March, with submissions to government on 21st March. There were various models that could be considered, but it was likely to see a single authority for Norfolk.

c) County Councillor

Not present.

d) Police

Not present.

5. Planning

a) New Applications

06/24/0846/VCF Site off Main Road, Filby: Variation of Conditions 2 (Approved plans) and 3 (Details of materials) of Reserved Matters approval 06/20/0404/D (Landscaping details for residential development of 7 plots pursuant to outline permission 06/16/0518/O), to introduce the following amendments: (1) Proposed new pitched roof garage on the western boundary of Plot 1; (2) Changes to appearance and materials of Plot 1; (3) Changes to materials, appearance, increased height, removal of chimneys at Plots 2, 4, 5 and 7; (4) Changes to appearance, increased height, removal of chimneys at Plots 3 and 6.

It was noted that the application had been resubmitted with a few cosmetic changes. It was noted that the Parish Council previously said that it was too close to the boundary, however the rest was considered fine. It was noted that the houses had been moved as they were encroaching on neighbours, however this variation was creeping towards the boundary. It was **agreed** to object to the garage in the proposed position but support the other proposed amendments, proposed by David Shaw, seconded by Derek Nicker, all in favour. **ACTION: Clerk**

b) Applications considered between meetings

06/24/0914/F Black Barn, Market Lane, Filby Heath: Change of use from residential dwelling with associated holiday let accommodation and private or private-hire swimming pool and hot tub, into a mixed use spa and treatments leisure facility with café (sui generis use). Part-retrospective application for erection of 4no. 2 person holiday accommodation cabins with hot tubs for use in association with the spa facility. Change of use and extension of car park. **NO VIEWS OR COMMENTS**

b) Decisions

None.

The Clerk had received notification of an appeal for the Hillcrest Livery Centre, Market Lane which was **noted**.

6. Finance

a) Finances 2024/25 To Date

The accounts to 28th February 2025 were noted, with £26,423.58 in the bank accounts, of which £4,250 was earmarked for the Neighbourhood Plan. Since the last meeting the following had been received:

- Boardwalk Grant - £7,684.05

b) Tax Base and Band D Reduction

It was noted that due to changes in second home Council Tax levy, the tax base had increased to 358, which changed the Band D figure to £48.94, representing a decrease of 3.13%.

c) Village Gateways

It was noted that the village gateway at the eastern end of Filby had been hit, and insurance claim would be made for the replacement which would be around £1,950. The Clerk had checked with the Police, and there was no record of a vehicle incident causing this – Adrian Thompson had further information and would find this and send it to the Clerk so this could be claimed from the van driver. **ACTION: Clerk**

d) Payments

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

C Moore	Salary Jan & Feb 2025	£482.50
HMRC	PAYE Jan & Feb 2025	£95.00
Caloo	Zip Wire Works	£1,248.00
Collective Community Planning	Neighbourhood Plan	£4,800.00
Filby In Bloom	Donation	£4,000.00
Norfolk PTS	Subscription	£175.22

7. **Correspondence**

a) Naming of New Development off Main Road

It was noted that the new development would be named 'Oak Drive'.

b) General Correspondence

None.

8. **Reports on Parish Assets**

a) Allotments

Two x 5M plots would be coming available, there were plot holders interested. The tenancies would be going out in April, so now was the opportunity not to renew as all had received notice. Two plots had been surrendered and were allocated.

It was understood that a grazing plot was being surrendered, this would be offered to the next people on the list with Filby residents as a priority.

Two allotment holders were identified as not working their plots, they would be approached for a discussion about this, and potentially the tenancy would not be renewed.

ACTION: DS / Clerk

The Clerk noted that invoices and new tenancy documents would be going out at the beginning of April, with a deadline of 30th June 2025 to return the tenancy documents. Any not received by that time would be assumed to be surrendered from 10th October 2025.

b) Drainage, Footpaths and Highways

Highway Visibility at Pound Lane - Ian Richardson reported that this was tricky but some work had been carried out.

ACTION: IR

Hedge at Ormesby Lane / Main Road – Adrian Thompson reported that this would be done this week.

Surface Dressing – The Clerk noted that this was scheduled for 2025/26 funding.

Wheelchair Accessible Path Thrigby Road to Church – Ian Richardson presented the scheme and proposed costs for the project, which came to £3,400. £1,250 would be from Norfolk County Council if successful, with the remaining £2,150 from the Projects budget. It was **agreed** to appoint the contractor to carry out the full works to the value of the £4,250 budget, proposed by Ian Richardson, seconded by Karen Leftley, all in favour. A risk assessment and copy of public liability insurance would be required from the contractor.

ACTION: IR

c) Claypits

Ian Richardson reported that there had been some hedge trimming completed.

- d) General Parish Council Assets
None.

9. Neighbourhood Plan

- a) Update
Adrian Thompson reported that the Plan was at the consultation stage, and it was not clear whether it needed to go to referendum.

10. Other Matters

- a) Boardwalk Expenditure
David Shaw reported that a further £1,600 of expenditure was required for the Boardwalk, this would be taken from the Boardwalk budget line in 2024/5. It was **agreed** to incur this expenditure which would be paid before 31st March 2025, proposed by David Shaw, seconded by Ian Richardson, all in favour. **ACTION: Clerk**
It was confirmed that this completed the project.
- b) Footbridge Maintenance and request to adopt
It was understood from Eilish Rothney that the Broads Authority would provide the materials free of charge and the Parish Council would carry out maintenance works, and take responsibility for the bridge including insurance. Eilish would be asked to send this in writing. **ACTION: ER**
- c) Natural England Assent for Parish Access at Filby
It was noted that the season had been extended to 31st October, and that for the remaining five months up to 5 keyholders could have access. The five keyholders would be identified and notified to the Broads Authority. **ACTION: AT**
It was noted that the annual renewal of the keyholders
- d) Scheme of Delegation
The Scheme of Delegation was **agreed**, proposed by Ian Richardson, seconded by Netty Hutchinson, all in favour. This would be put on the website. **ACTION: Clerk**
- e) Appointment of Internal Auditor
It was **agreed** to appoint Kerrie Wilton as Internal Auditor, proposed by Netty Hutchinson, seconded by Karen Leftley, all in favour. **ACTION: Clerk**
- f) Risk Assessments
It was **agreed** to adopt the General Risk Assessment, proposed by Ian Richardson, seconded by Netty Hutchinson, all in favour. It was noted that activity-specific risk assessments needed to be developed over the next 12 months. **ACTION: Clerk**
It was noted that an inspector was required for the zip wire as Derek Nicker had withdrawn his offer, it was **agreed** that the Clerk would ask other Clerks who they used for zip wire inspections. **ACTION: Clerk**
- g) Statement of Internal Control
It was **agreed** to adopt the Statement of Internal Control, proposed by Derek Nicker, seconded by David Shaw, all in favour.

11. Items for the next agenda

None.

12. Date of Next Meeting

The next meeting would take place on **Wednesday 7th May 2025** at 7pm at Filby Club Room. Agenda items to the Clerk by Thursday 17th April 2025.

It was **agreed** that the Annual Parish Meeting would be scheduled for April so that it was its own separate meeting. Adrian agreed to bring cake.

The meeting closed at 8.45pm.

CHAIRMAN

DRAFT