



Newton Flotman Parish Council Meeting Minutes

Tuesday 27th September, 7.30pm, Newton Flotman Village Centre

Present: Lesley Crump (Chairman) Maria Hutson (clerk)
Bruce Turnbull
Jeff Billings
Cate McNerney

Members of the public – Three including Florence Ellis, District Councillor

1. To consider approving apologies for absence
It was agreed to approve apologies from Paul Weeks - medical
2. To receive declarations of interest for items on the agenda and to consider any requests for dispensations.
Jeff Billings declared an interest in item 8b as he is a trustee of the Village Centre Management Committee
3. To approve and confirm minutes of the last full council meeting on 26 July 2022
These were agreed as a true record of proceedings with no amendments.
4. To consider the co-option of a councillor
The vacancy is still being advertised.
5. Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports

South Norfolk Council will, along with Broadland Council, be moving into the new building on Horizon business park and South Norfolk House will be closing soon and staff relocating. The Council have employed a drainage officer, Florence will pass on the details. Florence will be attending a meeting regarding Nutrient Neutrality tomorrow. Florence also mentioned she would look into any possible funding to support the youth club.

Kristen Remer raised that the noticeboard outside ARTs is in poor condition. It was noted that this was also highlighted in the asset inspection (item 11a). The PCC plan to submit a grant for costs towards Partnership magazine. It is also confirmed that Carols on Kings Green will be held on 21st December. There were 40 entries in the book of Condolence.

6. To review any correspondence received (that is not already on the agenda) – **for information only**
Nothing not noted elsewhere
7. Councillor updates (to hear reports from Councillors on any parish activity they've undertaken since the last meeting, and which is not on the agenda) – **for information only**

Signed

Date

Page

Cate McNerney has discussed with the church the possibility of a foodbank. Kristen Remer said the church were looking into this.

Cate also suggested a scheme of people looking after others gardens who were unable to look after them. Suggested an article in Partnership/noticeboard to gauge interest.

8. Regular Items – to receive any updates and to agree any necessary action in relation to:

a. Highway Issues including recent accidents

There has been a number of accidents on the A140 recently which Paul Weeks has highlighted to the police and the continuing dangers of the road.

Jeff Billings remarked that there is a hole in the road on St Marys Close. Jeff has contacted Anglia Water, possibly caused by a water leak. He has also logged it with Norfolk County Council but no action has been taken yet.

There have been a number of reports of parking on pavements and vehicles obscuring road signs. **Clerk to include article in Partnership and contact Stu Barnard.**

b. Newton Flotman Village Centre & Alan King Playing Field

During the summer swings have been stolen, replacements are being quoted for. Goals posts were also been damaged.

The social club is continuing to go well and is popular.

c. Church activities

The report was noted

d. Patient Participation Group

Paul Weeks was absent and there was no update

e. Youth Club

Maria Hutson and Lesley Crump were due to meet with the YMCA prior to this meeting however they did not attend. Hoping to rearrange the meeting before the next Parish Council meeting.

9. Matters Arising from Previous Minutes

a. Update on Flordon Road including the use of road markings

An email has been received from Highways regarding the possible installation of a Village Gateway on Flordon Road at a current market value of £2664.32. Funding for this needs to be considered including through the Parish Partnership scheme. **Clerk to clarify with Highways if this is the most suitable fund and draft an application if applicable.**

The request for a trod has been forwarded to the Norfolk County Council Network Safety & Analysis Team, awaiting an update on progress.

- b. Parish Partnership funding – discussion of potential projects
Village sign on the bridge of the A140 - **Clerk to send follow up email to Adam Mayo for costing for application.**
- c. Discussion of recent tree inspection on Kings Green and proposed works to be undertaken
The report was noted and the recommended work classified as being needed in 3, 12 or 36 months. Quotes for the 3 and 12 month work have been obtained from LMN. The work recommended within 3 months was quoted at £260 and the medium term work at £300 . **It was agreed to get the short-term work undertaken and budget for the additional work for next year.**

10. New Items

- a. ASB and cleaning of the bus shelter
Pam Moyes, the bus shelter cleaner, attended and reported that she has had to deal with human faeces recently. This has been reported to the police and a message put on social media asking for residents to report anything they may see. **Pam to let the clerk know if she requires any additional PPE.**
- b. Land at the top of Alan Avenue – discussion of regular maintenance
The land at the top of Alan Avenue is becoming overgrown and needs regular/annual maintenance. A quote has been obtained from LMN for £230. The area quoted included land owned by the Village Centre. **Clerk to contact Village Centre to see if there would be willing to contribute towards these costs.** Annual cost to be included when putting together annual budget
- c. Discuss giving permission for Carols on Kings Green
It was agreed to allow the church to hold Carols on Kings Green on 21st December
- d. Village Centre Committee – Parish Council representative
Jeff Billings is unable to commit the time to be a rep/trustee on the committee. There were no other Councillors able to take on this role. Jeff will resign at the next meeting

11. Periodic Items

- a. To receive the report of the inspection of the Parish Council’s assets and to consider any necessary action
The report was noted. **Quotes for a new bin and grit bin to be obtained**

Bruce Turnbull to look into replacing/refurbishing the noticeboard near the bus shelter.

12. Finance

- a. To note receipts and payments made since the last meeting

Anglian Water	Allotment Water	26.00
Norfolk Pension Fund	Pension Contribution July	120.62

Excite Solutions Ltd	Grounds maintenance May	36.00
Excite Solutions Ltd	Grounds maintenance June	36.00
Excite Solutions Ltd	Grounds maintenance July	36.00
Maria Hutson	Clerk Salary and Expenses Aug	332.95
The CGM Group (East Anglia) Ltd	Grounds Maintenance	255.58
HMRC	Month 5 PAYE	77.20
Norfolk Pension Fund	Pension Contribution Aug	120.62

b. To agree invoices for payment

Pam Moyes	Bus shelter cleaning August and September	56.00
Maria Hutson	Clerk salary and Expenses September	363.85
HMRC	Month 6 PAYE	77.20
Norfolk Pension Fund	Pension Contribution September	120.62
YMCA	Youth Club 22-23	3,801.50

c. To agree an internal auditor for 2022/23

The Clerk has contacted Sonya Blythe, an internal auditor who is able to undertake the annual internal audit for £70. It was agreed to ask Sonya to undertake this.

d. To review the Financial Regulations

No amendments have been made, review in 12 months.

13. Planning

a. To hear a report on plans accepted/refused by South Norfolk Council including any planning appeals or planning enforcements

2022/1384 New Cranes Farm, Greenways; approved with conditions

b. To consider any planning applications that may be received after the publication of the agenda.

None received

14. To receive items for the next agenda

ID badges

Noticeboard refurbishment/replacement

15. To note the date of the next meeting – 1st November 2022, Village Centre, 7:30pm

Also noted the meeting on 29th November will take place at the Church Rooms

Meeting closed at 20:49