



# Newton Flotman Parish Council Meeting Minutes

Tuesday 31 May, 7.30pm, Newton Flotman Village Centre

Present: David Gibbs Julie King and Maria Hutson (clerks)  
Bruce Turnbull  
Paul Weeks

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

- 1 Election of Chairman  
**Paul Weeks was elected unopposed;** and signed the declaration of office.  
  
Paul thanked David for his 32 years' service as Chairman of the Parish Council.
- 2 Election of Vice Chairman  
This item was deferred until the next meeting.
- 3 Apologies for Absence  
**It was agreed to approve apologies from Lesley Crump and Jeff Billings – away from home and from Cate McNerney – prior commitment.**
- 4 Declaration of Interest for Items on the Agenda and Dispensations  
Paul Weeks declared an interest in item 13b as he is a trustee of the Village Centre Management Committee and item 13d as he is a member of the Long Stratton Medical Partnership's Patient Participation Group.
- 5 Minutes of the Meeting held on 12 May 2022  
**These were agreed as a true record of proceedings with no amendments.**
- 6 Councillor Vacancy  
The vacancy was still being advertised.
- 7 Public Participation  
Concerns were raised regarding the parking of three commercial vehicles on Alan Avenue. These caused pedestrians to have to cross the road in addition the junction had no priority and the vehicles obstructed the line of sight. It was suggested that PC Stu Barnard be approached for advice.

Kirsten Remer spoke about concerns regarding Partnership, costs were rising 19p - 29p, and the advertising was no longer covering the costs. It has also been suggested that it should go paperless for the benefit of the environment but maybe the income from

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advertising would reduce. The PCC had looked at other models and were canvassing opinion. Looking at the option of producing a paper copy for those who still required it and the rest online but may need a financial contribution. It would be included on the agenda for the next meeting.

Florence Ellis said that the Alan Avenue development application would be going to the Development Management Committee the following day.

South Norfolk Council had decided to move to the Horizon Building on the Broadland Business Park. They would be putting a small office in Diss and there would be a van which would visit communities.

Florence ended by saying that her year of office as chair of the council had come to an end.

8 Financial Delegation Arrangements to the Clerk

**It was agreed that the following delegation would remain:**

**To incur expenditure, subject to a limit of £500 and consultation with the Chairman, in cases of extreme risk to the delivery of services.**

9 Nominated Member to Inspect the Cash Book

**It was agreed to nominate Lesley Crump to review the cash book, payments and receipts and bank reconciliation for the forthcoming year.**

10 Data Protection Committee

**It was agreed to discontinue the Committee and to make the full council responsible for reviewing documents relating to Data Protection.**

11 Correspondence

Clerks and Councils Direct and the Tasburgh Quarterly would be circulated.

As discussed in Public Participation, emails had been received from concerned residents of Alan Avenue regarding the inconsiderate parking of vans, this would be referred to the Police in the first instance.

12 Councillor Updates

Paul Weeks had attended a Town and Parish Council Forum hosted by South Norfolk Council.

13 Regular Items

a Highway Issues

A bus stop sign for the stop on Brighton's Road and the replacement bus stop sign on Flordon Road were still being chased with Highways. The light on the pedestrian refuge on the A140 was due to be replaced during the first or second week in June.

- b Newton Flotman Village Centre and Alan King Playing Field  
Paul Weeks reported that the Social Club had started with good attendance. The Pre-school at Tasburgh had closed resulting in an increase in numbers at Newton Flotman Pre-school. It was noted that the Village Hall's application for funding for drainage hadn't been successful.
- c Church Activities  
The report was noted.
- d Patient Participation Group  
Paul Weeks reported that there had been a meeting, unfortunately Paul hadn't been able to attend.
- e Development
  - i. Village Cluster Consultation  
Florence Ellis reported that progress was being made through the extra sites that had come forward.
  - ii. Alan Avenue Application  
The applicant was being considered by South Norfolk Council's Development Management Committee the following morning; it was noted that the Officer had recommended approval.

Frustration was expressed regarding the dismissal of the parish council's concerns.

It was also noted that the officer in their report spoke of a financial contribution payable in lieu of the shortfall of public open space in addition to a financial contribution towards equipment for play areas and for future management and maintenance regimes. It was important that the Parish Council engaged in the process to ensure the right outcomes for the village.

#### 14 Matters Arising

- a Flordon Road/A140 Junction Improvements  
A meeting had been arranged for 12.30pm on Monday 13 June with Highways to continue discussions around the possible options. for hatching along Flordon Road and slow signs near to Dell Close.
- b Access to Smockmill Common and Land East of the A140  
Nothing to report.
- c Road Safety on Flordon Road  
This would be discussed with the Highway Engineer at the meeting on Monday 13 June.

d Youth Club

The first session had been held later than originally hoped on Wednesday 25 May, it had been a success with 18 young people attending aged 9-16.

YMCA now had 20 young people registered or in the process of registering, so had asked about putting in place a booking system that would run on a first come first serve basis and operate via an online form/text message system. **It was agreed that this was a sensible way forward to be reviewed at the next meeting.**

Questions had also been asked about locking the front door whilst the session was in operation and the provision of a key box outside the main door, both questions had been referred to and agreed by the Village Centre Committee.

e Skate Park/BMX Track

A consultation meeting to ascertain interest, with the intention of forming a committee who could fundraise and apply for the necessary grants would be held towards the end of June.

f King's Green and the Platinum Jubilee Plaque

Two plaques, one each for the tree on Kings Green and the Churchyard had been ordered at a total cost of £92.90 including VAT.

Signs regarding the rewilding of King's Green had been produced and would be put in place following the gathering of the Platinum Jubilee beacon lighting event.

g Platinum Jubilee of Queen Elizabeth II

A risk assessment for the road closure and gathering on King's Green had been prepared netting and marshals would mitigate the risk of people straying onto the A140 and barriers and marshals would be used at the road closure points. Paul Weeks would circulate to those who had volunteered.

A certificate for the beacon had been received and would be put up in the entrance lobby of the Village Centre.

The beacon had been received and gas purchased. Bruce Turnbull would be assisting the Church with its lighting on the top of the church tower. The Church had produced a risk assessment.

Arrangements for the evening were discussed and agreed.

A grant of £200 had been received from South Norfolk Council towards the event.

h Repair and Maintenance of the Play Equipment

The required work had been carried out.

i Ditches and Drainage

The Village Centre were continuing to consult with contractors.

15 New Items

- a Arrangement for the New Clerk

**It was agreed to establish a virtual telephone number for the parish council at a cost of £10 per month.**

**Add to next agenda address – po box/box at Village Hall**

**It was agreed to pay £20 per year for the hire of the Clerk’s printer in lieu of purchasing one.**

Maria Hutson’s contract had been prepared and signed as agreed. It was noted that she would be paid monthly on 28 of each month.

- b Frequency of Meetings and the July Meeting

**It was agreed to move the July meeting back to the last Tuesday of the month, 26 July.** Consideration was given to moving to monthly meetings, this would be further considered at the next meeting.

- c Posting Notices of the Noticeboard

**It was agreed that Lesley Crump would print and post notices to save Clerk time and mileage.**

16 Periodic Items

- a Membership of Community Action Norfolk (CAN)

**It was agreed to renew the membership at a cost of £20.**

- b Insurance Renewal

**It was agreed to renew the insurance with Gallagher Insurance underwritten by Hiscox at a cost of £764.07.**

- c Standing Orders

**There had been an amendment to model standing order 18 which was adopted.**

- d Tree Inspection King’s Green

It was noted that the last inspection carried out in July 2017 had recommended a reinspection in five years. **It was agreed to get quotes.**

17 Consultations

- a National Grid’s East Anglia Green Energy Enablement (GREEN) Consultation

**It was agreed to support CPRE Norfolk’s stance that the cables should be below ground.**

18 Finance

- a Internal Auditor’s Report

This was received and reviewed, there were no issues to bring to the Council’s attention.

b Accounts for Year Ending 31 March 2022  
These had been circulated and were agreed.

c Certificate of Exemption  
It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could decide to exempt itself from External Audit. This was considered and **it was agreed to exempt from external audit and to authorise the Clerk and Chairman to sign the form.**

d Annual Governance Statement  
**The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.**

e Accounting Statement  
**The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.**

f Receipts and Payments since the last meeting

The following receipts since the last meeting were noted:

South Norfolk Council	Precept	£11,709.00
South Norfolk Council	Jubilee grant	£200.00
HMRC	VAT refund	£1,240.73

The following payments since the last meeting were noted:

Excite Solutions Ltd	Grounds maintenance	£18.00
Eastern Play Services	Play area maintenance	£960.00
Anglian Water	Allotment water	£26.00
CGM Ltd	Grounds maintenance	£118.87
Anglian Water	Allotment water	£26.00
CGM Ltd	Grounds maintenance	£67.91

g Donation Request

**It was agreed to donate £25.00 to Norfolk Accident Rescue Service.**

h Invoices for Payment

The following were approved for payment:

Julie King	Salary & Expenses (Apr & May)	£834.45
Maria Hutson	Salary May	£154.61
Norfolk Pension Fund	Pension Contribution	£447.36
Community Action Norfolk	Subscription	£20.00
Anne Barnes	Internal audit	£66.00
Eastern Play Services	Play area maintenance	£1664.40
Excite Solutions Ltd	Grounds maintenance	£36.00
Gallagher Insurance	Insurance	£764.07
Sir John Leman High School	Youth Club printing	£10.00

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Pam Moyes	Bus shelter cleaning (Apr & May)	£56.00
Bruce Turnbull	Gas for beacon	£39.75
Newton Flotman PCC	Church Room hire	£91.00
Julie King	Additional hours	£617.89

19 Planning

a Long Stratton Applications 2018/0111 & 2018/0112  
Nothing new to report.

b Review of Planning Meeting Decisions  
None.

c Planning Decisions taken by South Norfolk Council  
None.

d Planning Appeals and Enforcements  
None.

20 Items for Next Agenda

None not already noted above

21 Date of Next Meeting

Tuesday 26 July, 7.30pm.

22 Exclusion of the Public

**It was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the public due to the confidential nature of the item to be discussed.**

23 Payment of Additional Hours

It was agreed to pay the additional hours that the Clerk has worked.

The meeting closed at 9.36pm.