



Newton Flotman Parish Council Meeting Minutes

Tuesday 26th July, 7.30pm, Newton Flotman Village Centre

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

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

1. Apologies for Absence
None
2. To elect a vice-chairman
Lesley Crump was elected unopposed
3. To receive declarations of interest for items on the agenda and to consider any requests for dispensations
Paul Weeks declared an interest in item 9b as he was a trustee of the Village Centre Management Committee and item 9d as he is a member of the Long Stratton Medical Partnership's Patient Participation Group. Jeff Billings declared an interest in item 9b as he is a trustee of the Village Centre Management Committee
4. To approve and confirm minutes of the last full council meeting on 31 May 2022
These were agreed as a true record of proceedings with no amendments.
5. To consider the co-option of a councillor
There have been no applicants. There are currently 2 vacancies.
6. Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports
William Ball, Chairman, Village Centre – Paul Weeks has stepped down from the committee at the Village Centre as Vice Chairman. Jeff Billings will now take on the role as Parish Council rep on the committee. The Social Club has been trailed over 3 evenings in recent months and the feedback has been very good with high attendances. Looking into permanent licenses for the club going forward.

Florence Ellis – There are summer camps running in the South Norfolk leisure centers. There is a “Queen’s Treasure Trail”, a family event being held over the summer with prizes. South Norfolk House is now for sale.

7. To review any correspondence received (that is not already on the agenda) – **for information only**

Email received regarding drainage problems on Flordon Road. Florence Ellis has already been in touch with SNC regarding this. She will keep the Parish Council updated.

EV charging points – there was discussion around having a charging point within the parish and **SNC to be contacted expressing an interest to have one cited in the village.**

8. 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**
Bruce Turnball has attended the local policing meetings. There was nothing significant raised to report back.

Paul Weeks – Has attended 2 parish and town council zoom meetings with SNC, chair networking event, “Meet the Councillor” at the Village Café and Shaping the Future at SNDC. Information from some of these are included in agenda items below

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

a. Highway Issues

The bus stop sign on Flordon Road should be fixed soon, Highways have been in touch. The light on the pedestrian refuge on the A140 has been replaced

b. Newton Flotman Village Centre & Alan King Playing Field

Paul Weeks has resigned from the committee due to conflict of interests now he is PC Chairman. Jeff Billings is now the rep and highlighted that a number of issues have been raised by RoSPA that need seeing to.

c. Church activities

The report was noted

d. Patient Participation Group

Paul Weeks reported he attended a meeting regarding access to Primary Care and establishing Health Champions that host regular meetings on specific health issues. Looking to extend the accommodation at Long Stratton surgery and refurbish Newton Flotman surgery.

e. Development

- i. To receive an update on the Village Cluster consultation, if any
There is no update

- ii. To receive an update on the application for 31 houses off Alan Avenue, if any

The application has been approved subject to conditions.

10. Matters Arising from Previous Minutes

- a. To receive an update with regard to the Flordon Road/A140 junction
There is no update at present

- b. To receive an update on working with South Norfolk Council to improve access to Smockmill Common, if any
Nothing to report

- c. To further consider road safety on Flordon Road including the use of road markings
A meeting has been held with Highways and a number of options were suggested and these will be investigated along with pricing. A road would be subject to a feasibility study. The possibility of a Section 278 agreement in the Alan Avenue planning application was also mentioned as they are using this road for site access, the clerk is looking into this. Awaiting further correspondence including pricing from Highways.

- d. To hear an update on the youth club
Report has been noted and the Parish Council will look to meet with them after the summer to discuss future funding.

- e. To hear an update on the skate park project
A consultation event was held on 5th July, numbers were lower than hoped but those attended were enthusiastic. The Village Centre are not supportive of the project. Paul Weeks has contacted those who expressed an interest in developing a skate park to start petitioning for the park and the response has been limited to date.

11. New Items

- a. To consider the frequency of meetings
It was proposed to hold monthly meetings (expect August and December) which was agreed.

- b. To note the resignation of former Chairman David Gibbs.
David Gibbs resignation was noted.

- c. To be updated on funding streams available through South Norfolk Council
Paul Weeks attended a presentation from SNC regarding funding. The different streaming funds were discussed. Councillors to consider what projects could be developed.

- d. Consideration of a post box at the Village Centre for Parish Council correspondence
It was agreed to not pursue this at this time.

- e. Partnership magazine and future issues

It was agreed to offer a number of solutions including asking residents for nominal donations, reducing the frequency of the publication, increasing the advertising revenue or asking other organisations to contribute. There is no money in the budget for additional funding at this time.

- f. Parish Partnership funding – discussion of potential projects
Jeff Billings suggested that the road sign when you enter the parish from Saxlingham Thorpe be repositioned and replaced. **Clerk to obtain some quotes for a sign and contact Highways in the first instance and liaise with Jeff.**
- g. Brief overview of Neighbourhood Plans
Paul Weeks circulated information regarding Neighbourhood Plans and agreed to invite an officer from SNC to discuss this at the next meeting.
- h. Discussion of areas of common interest with other Parish Councils
Paul Weeks suggested that quarterly meetings should be held with neighbouring parishes of Swainsthorpe and Tasburgh. **Paul Weeks to contact Parish Councils**

12. Periodic Items

- a. To consider quote for inspection of trees on Kings Green
A quote for £110 plus VAT was submitted by Robert Thackray Ltd for the regular tree inspection. **It was agreed to accept this quote.**
- b. The renewal of Parish Online
It was agreed to renew this at a cost of £40
- c. To review the rent for the allotments
Income from the allotments is currently covering the costs of the annual allotment subscription and water rates. **It was agreed to hold the rental fees of the allotments**
- d. To review the Freedom of Information Guide to Information and Schedule of Charges
This was agreed and will be displayed on the website
- e. To receive the report of the inspection of the Parish Council's assets and to consider any necessary action
The inspection will be held next week and reported in September.
- f. To review the Risk Assessments including the Business Continuity Plan
This was agreed and will be displayed on the website
- g. To review the Internal Controls and to appoint an Internal Auditor
The Internal Controls were agreed and will be displayed on the website
Anne Barnes who has been auditing the accounts has retired. **Maria Hutson to approach Sonya Blythe**

13. Finance

- a. To agree the first quarters accounts.

These were agreed

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

Norfolk Pension Fund	Pension Contribution April	120.62
Anglian Water	Allotments Water	26.00
Maria Hutson	Salary and Expenses June	369.02
NARS	Donation	25.00
Community Action Norfolk	Play area training course	40.00
Sir John Leman High School	Youth Club printing	3.75
HMRC 1st Quarter	HMRC	518.58
Banking service charge	Bank service charge	18.00
Norfolk Pension Fund	Pension Contribution June	120.62

- c. To agree invoices for payment

Maria Hutson	Clerk Salary and Expenses July	394.40
HMRC	Month 4 PAYE	77.40
Pam Moyes	Bus shelter cleaning June and July	56.00
Parish Online	Online mapping	48.00
Andy Pownall	Fee to NSALG	57.00
Norfolk Pension Fund	Pension Contribution July	120.64
Excite Solutions Ltd	Grounds maintenance May	36.00
Excite Solutions Ltd	Grounds maintenance June	36.00
Excite Solutions Ltd	Grounds maintenance July	36.00

14. Planning

- a. To hear an update, if any, on the Long Stratton applications 2018/0111 & 2018/0112
Nothing to report

- b. To hear a report on plans accepted/refused by South Norfolk Council
Alans Allen Development - Approved
New Crane Farm - Refused

- c. To hear an update on any planning appeals or planning enforcements
None

- d. To consider a response to the planning application [2022/1197, 5 Longs Close Newton Flotman Norfolk NR15 1QA](#)

Lesley Crump has visited and spoken with the homeowners and near neighbours. It was agreed to support it and suggest an amendment on the position of the window.

Clerk to post on the planning portal

- e. Chairs for future planning applications

It was agreed that a rota will be put together to take turns in leading on planning applications. **Planning guidance to be distributed by clerk to all**

15. To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed

16. To hear a report on the Clerk's appraisal

Clerk has been in post for 2 ½ months and had an interim appraisal and no issues were raised.

17. To receive items for the next agenda

- Replacement of noticeboards
- Neighbourhood plans
- Parish Partnership project

18. To note the date of the next meeting – 27 September 2022, Village Centre, 7:30pm

The meeting closed at 21:55