



Newton Flotman Parish Council Meeting Minutes

Tuesday 23 May 2023, 7.30pm, Newton Flotman Village Centre

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)
Bruce Turnbull
Cate McNerney
Drew Broad
David Segens

District Councillor, John Cook

- 1) To elect the chairman – chairman to sign the declaration of acceptance of office
Paul Weeks was elected unopposed; and signed the declaration of office.
- 2) To elect the vice-chairman
Bruce Turnbull was elected unopposed.
- 3) To consider accepting apologies for absence
None
- 4) To receive declarations of interest on items on the agenda and consider any requests for dispensations
Paul Weeks and Bruce Turnbull declared an interest in item 14d as they are members of the Long Stratton Medical Partnership's Patient Participation Group. Drew Broad declared an interest in item 14b as he is on the Village Centre Committee.
- 5) To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant
Continue to advertise the 2 remaining vacancies
- 6) To approve and confirm minutes of the last full council meeting on 25 April 2023
These were agreed as a true record of proceedings with no amendments.
- 7) Matters arising from previous minutes
None
- 8) Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports
John Cook, recently elected District Councillor, introduced himself offering his support where possible.

- 9) To consider adopting General Power of Competence
It was agreed to adopt General Power of Competence.
- 10) To review the delegation arrangements to the Clerk
It was agreed that the following delegations 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.
To submit planning comments in accordance with the planning policy.
- 11) To nominate a Councillor to review the cash book, payments and receipts and bank reconciliation for the forthcoming year
It was agreed to nominate Drew Broad to review the cash book, payments and receipts and bank reconciliation for the forthcoming year.
- 12) To review any correspondence received (that is not already on the agenda) – **for information only**
An email has been received from a resident and a response has been put together.
- 13) 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**
PW attended the Parish and Town Council Forum and updated on CIL funding.
- 14) Regular Items – to receive any updates and to agree any necessary action in relation to:
- a) Highway Issues
None
 - b) Newton Flotman Village Centre & Alan King Playing Field
Drew Broad gave an update on the improvements planned for the Village Centre. The social club is doing well. They are seeking permission to put a banner on the Village Green to promote the summer fete which was agreed.
 - c) Church activities
A report was received from Kirsten Remer which was noted
 - d) Patient Participation Group
Paul Weeks attended a recent meeting and reported that work has begun on the extension at Long Stratton. Newton Flotman is now open on a Wednesday offering services such as physiotherapy. They are experiencing staff shortages especially in relation to dispensary staff.
 - e) Youth Club
The SLA for 23/24 has been signed by Paul Weeks. 15 young people are attending regularly and they are involved in the planning. A grant application has been submitted to the Norfolk Community Foundation for the Saracens Fund and a decision should be made soon.

15) Periodic Items

- a) To consider the insurance renewal

It was agreed to renew the insurance with Gallagher Insurance underwritten by Hiscox at a cost of £775.21

- b) To consider bronze subscription renewal with Community Action Norfolk

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

- c) To hear reports on Coronation events at the Village Centre and Primary School.

The reports were noted and the £100 grants to each will be paid. **Clerk to submit report to South Norfolk Council**

16) To consider the next steps in the development of a Neighbourhood plan

It was suggested to have 2 events to see what interest there was in the development of a Neighbourhood Plan. Paul Weeks to arrange an initial coffee morning in early July.

17) To hear an update on the cutting of the Village Green.

Grass cutting has recommenced. After initial confusion paths have now been cut into the green and this will continue. St Marys Close is cut by Saffron Housing and other areas by Highways. **Clerk to find out more about their grass cutting policy. Update on grass cutting to be posted on Facebook**

18) To consider refreshing the Parish Emergency plan

It was decided to refresh this document. **Clerk will distribute this all Councillors. Clerk to put an article in Partnership and contact SNC emergency planning for support with this.**

19) To receive an update on local Foodbanks

The foodbank is progressing and there will be training on 5th June for those that are going to be involved running it by Wavney Food Bank

20) To receive an update on Healthy villages and Wellbeing

Wellbeing Champion Training is being held on the evening of Tuesday 4th July with over 10 people currently booked. There will a full day of Mental Health First Aid Champion Training on Monday 17th July.

21) To consider training requirements for 2023/24

It was decided that Bruce Turnbull and Drew Broad will undertake "Induction Training for Councillors" with Norfolk PTS. **The Clerk to book a convenient date for them**

22) To receive an update on refreshing the website and consider the need for more data storage

The website needs a refresh including the information and contact details for the Councillors. **Councillors to send clerk details of what information they would like publishing including a photo. Clerk to review data protection policy and bring to the next meeting for consideration**

Currently 493mb of 500mb of website storage has been allocated.

It was agreed to increase the data storage to 10gb at a cost of £144 for 3 years. **Clerk to arrange this**

23) Finance

- a) To consider the Internal Auditor's report for year ending 31 March 2023
This was received and reviewed, there were no issues to bring to the Council's attention.
- b) To agree the accounts for year ending 31 March 2023
These had been circulated and were agreed.
- c) To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Clerk and Chairman to sign
The Council considered the assertions on the Annual Governance Statement, completed the form, and authorised the Chairman and Clerk to sign on their behalf.
- d) To consider and approve the Accounting Statements 2022/23 and to authorise the Chairman to sign.
The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.
It was noted that as the Council's income and expenditure for the year was over £25,000, the Council must down send the relevant documents to the External Auditor.
- e) To note receipts and payments made since the last meeting

Receipts

South Norfolk Council	50% Precept	£12,130
Adnams Foundation	Youth Club Grant	£780

Payments

Anglia Water	Allotments	£59
Norfolk Pension Fund	April Contribution	£127.58

- f) To agree invoices for payment

M Hutson	Clerk's may salary and expenses	£447.51
HMRC	Month 2 PAYE	£8.40
Pam Moyes	April and May bus shelter cleaning	£56.00
CAN	Membership renewal	£20.00
Norfolk Pension Fund	May contribution	£127.38
Gallagher Insurance	Insurance premium	£775.21
Sonya Blyth	Internal audit	£70

24) Planning

- a) To review planning meeting decisions since the last full Parish Council meeting
 - I. 2 Grove Close, Newton Flotman, NR15 1QF, New front porch, single storey , rear and side extension with conversion and extension of garage, supported
 - II. Telephone Exchange Exchange Road Newton Flotman Norfolk NR15 1PS, Storage compound to include 2 no. 6m storage containers, supported
- b) To hear a report on plans accepted/refused by South Norfolk Council
None
- c) Appeal - New Cranes Farm Greenways Newton Flotman NR15 1QJ
For information only.
- d) To consider any planning applications that may be received after the publication of the agenda.
None

25) To receive items for the next agenda

Further tree work needed

26) To note the date of the next meeting Parish Council Meeting – 27 June 2023, Village Centre, 7:30pm

Meeting closed at 21:37