



## Newton Flotman Parish Council Meeting

I hereby give notice of a meeting of Newton Flotman Parish Council and summon members to attend.

The meeting will be held on **23 May 2023, Village Centre, Newton Flotman at 7:30pm**  
**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

*María Hutson*

16 May 2023

**Clerk to the Parish Council**

### Agenda

- 1) To elect the chairman – chairman to sign the declaration of acceptance of office
- 2) To elect the vice-chairman
- 3) To consider accepting apologies for absence
- 4) To receive declarations of interest on items on the agenda and consider any requests for dispensations
- 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
- 6) To approve and confirm minutes of the last full council meeting on 25 April 2023
- 7) Matters arising from previous minutes
  - Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports
- 8) To consider adopting General Power of Competence
- 9) To review the delegation arrangements to the Clerk
- 10) To nominate a Councillor to review the cash book, payments and receipts and bank reconciliation for the forthcoming year
- 11) To review any correspondence received (that is not already on the agenda) – **for information only**
- 12) 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**
- 13) Regular Items – to receive any updates and to agree any necessary action in relation to:
  - a) Highway Issues
  - b) Newton Flotman Village Centre & Alan King Playing Field
  - c) Church activities
  - d) Patient Participation Group
  - e) Youth Club
- 14) Periodic Items
  - a) To consider the insurance renewal
  - b) To consider bronze subscription renewal with Community Action Norfolk – £20
  - c) To hear reports on Coronation events at the Village Centre and Primary School.
- 15) To consider the next steps in the development of a Neighbourhood plan
- 16) To hear an update on the cutting of the Village Green.
- 17) To consider refreshing the Parish Emergency plan
- 18) To receive an update on local Foodbanks
- 19) To receive an update on Healthy villages and Wellbeing

- 20) To consider training requirements for 2023/24
- 21) To receive an update on refreshing the website and consider the need for more data storage
- 22) Finance
  - a) To consider the Internal Auditor's report for year ending 31 March 2023
  - b) To agree the accounts for year ending 31 March 2023
  - c) To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Clerk and Chairman to sign
  - d) To consider and approve the Accounting Statements 2022/23 and to authorise the Chairman to sign.
  - e) To note receipts and payments made since the last meeting
  - f) To agree invoices for payment
- 23) Planning
  - a) To review planning meeting decisions since the last full Parish Council meeting
  - b) To hear a report on plans accepted/refused by South Norfolk Council
  - c) Appeal - New Cranes Farm Greenways Newton Flotman NR15 1QJ
  - d) To consider any planning applications that may be received after the publication of the agenda.
- 24) To receive items for the next agenda
- 25) To note the date of the next meeting Parish Council Meeting – 27 June 2023, Village Centre, 7:30pm