



Newton Flotman Parish Council Meeting Minutes

7 November 2023, 7.30pm, Newton Flotman Village Centre

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)
Bruce Turnbull
Drew Broad

Lesley Crump from item 3

- 1) To consider accepting apologies for absence
Apologies were received from David Segens and Cate McNerney which were accepted
- 2) To consider co-opting a Councillor
Lesley Crump was unanimously co-opted as a Parish Councillor. Lesley completed the Deceleration of Acceptance of Office.
- 3) 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 9d as there are members of the Long Stratton Medical Partnership's Patient Participation Group.
Drew Broad declared an interest in item 9b as he is on the Village Centre Committee.
Paul Weeks and Drew Broad declared an interest in item 9f as they are on the Neighbourhood Plan steering group.
- 4) To approve and confirm minutes of the last full council meeting on 26 September 2023
These were agreed as a true record of proceedings with no amendments.
- 5) Matters arising from previous minutes
Cate McNerney's website profile is still outstanding
Lesley Crump to follow up the issue with trees on Grove Way
- 6) Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports
None
- 7) To review any correspondence received (that is not already on the agenda) – **for information only**
 - a) Review of polling districts and places – South Norfolk Council
 - b) Notice of Consultation on the Greater Norwich Local Plan Proposed Main Modifications
Correspondence was noted
- 8) Councillor updates (to hear reports from Councillors on any parish activity they have undertaken since the last meeting, and which is not on the agenda) – **for information only**
Paul Weeks and Maria Hutson attended the Town and Parish Forum although there were no significant updates from it

- 9) Regular Items – to receive any updates and to agree any necessary action in relation to:
- a) Highway Issues including update on Parish Partnership application
The Clerk explained she had been unable to make contact with Adam Mayo or anyone else at Highways regarding an updated quote for the Parish Partnership application. The application has been drafted. If no updated costs are received the previous costs plus 10% will be used.
 - b) Newton Flotman Village Centre & Alan King Playing Field
There was nothing to report
 - c) Church activities
No report had been received
 - d) Patient Participation Group
There was nothing to report
 - e) Youth Club
3 sessions have been cancelled recently due to staffing issues with one week re-arranged so far. The YMCA have advised the Parish Council that they have successfully recruited new staff so there should not be any staffing issues going forwards. Clerk to confirm with YMCA Norfolk what the fees will be for 24/25
 - f) Neighbourhood Plan and confirm terms of reference for the steering group
Minutes from the recent steering group meeting and draft terms of reference were circulated.
It was agreed to confirm the terms of reference.
An area of the website will be developed where all the Neighbourhood Plan information can be accessed.
It was agreed that if project costs exceeded the funding available the Parish Council would put into place contingency arrangements.
- 10) Review grass cutting plans and consider quotes received
3 companies were approached for quotes for the grass cutting. Quotes were received from Excite and CGM. **It was decided to engage Excite to undertake the cutting of the Village Green and Joy Avenue at a cost of £800 plus VAT.**
- 11) To consider grant applications received.
Grants were received from the Village Centre, the Church for maintenance of the churchyard and Partnership Magazine
It was decided to offer the following grants for 2024/25
Partnership magazine - £750
Churchyard Maintenance - £2000
Village Centre – Grounds maintenance – £3500
Village Centre - Hedge and Trees – £1000
Village Centre - Ditches – No allocation at this time. A long term solution is required for the drainage system at the corner of the playing field which continues through a drain between housing in St Mary’s Close and Sewells Close and connects to the drain on St Mary’s Close near to the shop. South Norfolk District will be approached to investigate the issues with the drains in this area. Once the investigation is complete and any work undertaken, the Parish Council will reconsider the grant application from the Village Centre.
Village Centre - Roof – Will not allocate any further money but will encourage that a Pride in Place application is applied to cover all the work including the previously allocated money
- 12) To receive an update on D day celebrations
There were discussion around Road Closures, barrier and gas canisters. **These costs to be investigated and included in the budget**

13) Consideration of meeting dates for 2024

The proposed dates were agreed.

Clerk to book venues

14) Finance

a) To note receipts and payments made since the last meeting

Receipts since the last meeting were noted;

South Norfolk Council CIL	£190.98
Allotment Rents	£330.00

Payments since the last meeting were noted;

MH Salary and Expenses October	£434.47
Norfolk Pension Fund	£127.38
HMRC PAYE Month 7	£8.40
Anglia Water	£59.00
CGM, Grass cutting	£45.00
CGM, Grass Cutting	£255.58

b) To agree invoices for payment

LMN Tree – Joy Avenue	£230.00
Partnership Magazine Grant	£500.00
Churchyard Maintenance grant	£1600.00
Village Centre – play equipment maintenance grant	£988.56
Village Centre – bin grant	£216.00
Excite – Village Green paths	£144.00
Excite – Village Green full cut	£474.00

The following payments were agreed

Salary uplift for Parish Clerks for 23/24 has been agreed nationally. **This increase was agreed to along with back pay.**

c) To consider appointing an internal auditor for 2024/25

Agreed to appoint Sonya Blythe at a cost of £120

d) To discuss the draft budget for 2024/25

There was a discussion around the budget and areas for growth. **It was agreed that the Clerk's hours will increase to 10 per week from April 2024 which will be included in the budget.**

15) Planning

a) To consider any planning applications that may be received after the publication of the agenda.
None

16) To receive items for the next agenda

Budget

Parish Partnership

17) To note the date of the next meeting Parish Council Meeting – 28 November 2023, Village Centre, 7:30pm

Meeting finished at 9:30pm

