



Newton Flotman Parish Council Meeting Minutes

Tuesday 27 June 2023, 7.30pm, Newton Flotman Village Centre

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)
Cate McNerney from item 6
Drew Broad
David Segens

1 member of the public from item 11

- 1) To consider accepting apologies for absence
Bruce Turnbull – personal reasons which were accepted
- 2) To receive declarations of interest on items on the agenda and consider any requests for dispensations
Paul Weeks declared an interest in item 8d as he is a members of the Long Stratton Medical Partnership’s Patient Participation Group. Drew Broad declared an interest in item 8b as he is on the Village Centre Committee. Drew Broad, Cate McNerney and Paul Weeks declared an interest in the Village Café, Cherry Tree Café, mentioned in 8b. Paul Week and Cate McNerney declared an interest in item 8b as they are involved with the Newton Flotman Charities which is mentioned in item 8b.
- 3) To approve and confirm minutes of the last full council meeting on 23 May 2023
These were agreed as a true record of proceedings with no amendments.
- 4) Matters arising from previous minutes
Parish Councillor profiles received from Paul Weeks, Drew Broad and David Segens. **Awaiting profiles from Cate McNerney and Bruce Turnbull**
- 5) Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports
A member of the public arrived late and it was decided to revisit this agenda item so he could speak. He raised the issue regarding the long grass on the village green and that it was untidy. Paul Weeks gave the history of the green and the reasons it has been chosen to be rewilded.
- 6) To review any correspondence received (that is not already on the agenda) – **for information only**
Long Stratton Parish Council – South Norfolk House development proposal was noted
Armed forces covenant – to be brought as an agenda item at the next meeting
Village quiz – **email to be forwarded to the Village Centre Committee by Drew Broad**
- 7) 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**
Paul Weeks attended the Town and Parish Council Forum and updated on Nutrient Neutrality and Pride in Place funding. **Pride in Place information to be forwarded to the Village Centre by Paul Weeks**
- 8) Regular Items – to receive any updates and to agree any necessary action in relation to:

- a) Highway Issues
A response and quote have been received from Adam Mayo, Highways, for the Flordon Road work. Parish Partnership application form has now been received and **an application will be drafted by the Clerk. A letter to residents will also be drafted.**
- b) Newton Flotman Village Centre & Alan King Playing Field
Drew Broad gave an update including the purchasing of picnic benches and bins, the football club use, the social club and film night popularity. A number of new groups are looking to use the hall including a village café ran by the Newton Flotman Charities.
- c) Church activities
A report had been received and was noted
- d) Patient Participation Group
There was no update
- e) Youth Club
Norfolk Community Foundation funding has been confirmed. The club is now funded until April 2024.

9) Periodic Items

- a) To review the Data Protection Policy
A few amendments were made in relation to the wording. **All in agreement for the revised Data Protection Policy and supporting Information Audit, Data retention Policy and privacy Statement for the Website to be adopted.**

10) To consider undertaking additional tree works

It was agreed to go ahead with this work on the Village Green. **Clerk to action**

11) To hear an update on the development of a Neighbourhood Plan

Paul Weeks provided a presentation and proposed an exhibition at the Village Fete. This presentation could also be displayed at other village events such as the social club and village café. Printed display panels can be purchased for £42 each plus VAT. It was agreed by all to ringfence £350 for printing of the panels, stationary and other items related to promoting the development of a Neighbourhood Plan. **Paul Weeks to arrange for the panels to be printed and display equipment borrowed from South Norfolk Council. Paul Weeks to liaise with local groups so the display can be used at other village events.**

12) To hear an update on the refresh of the community emergency plan

Clerk has spoken with South Norfolk Council and hopes to meet with the Emergency Planning Officer soon. The plan has been circulated to those named in it and others in the village for updated contact details should they wish to be included. A request has also gone out in Grapevine for those who would like to be involved. **Clerk to arrange meeting with Emergency Planning Officer**

13) Discussion on attending village Fete

Parish Council to have a stand which will include the Neighbourhood Plan information (item 11)

14) Discussion on D Day 80th Anniversary celebrations

It was agreed to light a beacon on 6th June and discussions will be initiated with the Village Centre and Church.

15) Finance

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

CGM Group	Grounds Maintenance	255.58
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b) To agree invoices for payment		
Maria Hutson	Clerk Salary and Expenses	609.63
HMRC	PAYE Month 3	8.40
Norfolk Pension Fund	June Pension	127.38
Excite Solutions	Grass cutting	72
Parish Online	Subscription	54

All agreed, Paul Weeks and Bruce Turnbull to authorise.

- c) To consider adding additional banking signatories
It was agreed to add Drew Broad to the banking mandate and remove David Segens and Jeff Billings

16) Planning

- a) To review planning meeting decisions since the last full Parish Council meeting
None
- b) To hear a report on plans accepted/refused by South Norfolk Council
2 Grove Close Newton Flotman Norfolk NR15 1QF – Approval with conditions
- c) To consider any planning applications that may be received after the publication of the agenda.
None

17) To receive items for the next agenda

- Armed Forces Covenant
- D Day Celebrations
- Neighbourhood Plan update
- Pride in Place in funding

18) 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

- 19) To consider the salary paid to the bus shelter cleaner.
It was agreed to increase to the cleaner’s salary and back date to April 2023

20) To note the date of the next meeting Parish Council Meeting – 1 August 2023, Village Centre, 7:30pm
Meeting closed at 8:50pm