



# Newton Flotman Parish Council Meeting Minutes

26<sup>th</sup> November 2024, 7:30pm, Village Centre, Newton Flotman

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

2 members of the public  
District Councillor John Cook

- 1) To consider accepting apologies for absence  
None
- 2) To receive declarations of interest on items on the agenda and consider any requests for dispensations  
Drew Broad declared an interest in item 8b as he is on the Village Centre Committee. Paul Weeks and Bruce Turnbull declared an interest in item 8d as they are on the Public Participation Group. Paul Weeks and Drew Broad declared an interest in item 8f as they are on the Neighbourhood Plan Steering Group.
- 3) To approve and confirm minutes of the last full council meeting on 22 October 2024  
**These were agreed as a true record of proceedings with no amendments.**
- 4) Matters arising from previous minutes  
None
- 5) Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports  
Cllr John Cook – Additional money has been secured for Partnership magazine. There has been further correspondence with Highways regarding the Alan Avenue development which is ongoing. John also has members ward funding to allocate before the end of the financial year and it looking for suitable projects to support.
- 6) To review any correspondence received (that is not already on the agenda) – **for information only**  
Norwich Western Link Update – this was noted  
Annual Street Count – a nil return was submitted.
- 7) 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**  
Town and Parish Council Submit was attended by Drew Broad and Paul Weeks. Materials have been released to support the recruitment of Councillors. These will be used in social media and noticeboards in

the New Year. They also spoken with the officer involved with the access to Smocksmill Common project who has undertaken a feasibility study.

- 8) Regular Items – to receive any updates and to agree any necessary action in relation to:
  - a) Highway issues  
Highway Rangers will be visiting the village in a few weeks and any work to be highlighted to be submitted to the clerk by Monday 2<sup>nd</sup> December.
  - b) Newton Flotman Village Centre & Alan King Playing Field  
Accounts have been audited and submitted to the Charity Commission. Activities continue through the winter months. A number of areas of the buildings are being refurbished and work being undertaken outside too.
  - c) Church activities  
Full programme of festive activities which are now being promoted.
  - d) Patient Participation Group  
None
  - e) Youth Club  
There have been some sessions cancelled due to staffing issues. YMCA have asked if the money for these sessions can be used towards equipment. A list will be put together for the next meeting to be agreed. They are also requesting donations of games, lego etc. The YMCA are also looking at recruiting adult volunteers.
  - f) Neighbourhood Plan  
The consultation ends on 5<sup>th</sup> December. The responses will then be considered and taken forward.
- 9) Consideration on the grass cutting contract for the village green for 25/26  
Quotes received from 3 of the 4 contractors contacted. After discussions it was agreed to enter into negotiations with contractor C to reduce the overall cost.
- 10) To Consider Councillor refresh training and Clerk Parish Online training  
It was agreed to book 3 spaces on the Councillor refresher training on 23<sup>rd</sup> January and one space on the Parish Online training on 27 February for the clerk.
- 11) To consider moving the Parish Council website to Parish Online  
It was agreed to move the website to Parish Online at a cost of £385
- 12) To discuss applying for a Norfolk Armed Forces Covenant 2025 Commemoration Fund grant  
It was agreed to apply for funding for VE day celebrations. The Clerk to submit an application before the closing date of 9<sup>th</sup> December.
- 13) To note the proposed Christmas carols on the Village Green, 22<sup>nd</sup> December  
This was noted and will start at 6:30pm and last around an hour.
- 14) Finance
  - a) To note receipts and payments made since the last meeting  
No receipts

The payments below were noted

Anglian Water	Allotment water	£14.00
Unity Bank	Service Charge	£5.40

b) To agree invoices for payment

Nurture	Grass cutting - village green, August	£468.00
	Grass cutting - village green, September & October	£334.72
Nurture Clerk	Salary and Expenses Nov 24 plus back pay	£810.21
Church Room	Meeting hire fee	£42.00
P Moyes	October and November Bus shelter cleaning	£66.50
YMCA	3rd quarter youth club	£1,934.25
Bruce Turnbull	Gas bottle, D Day	£48.50
Rachel Leggett	Neighbourhood Plan consultancy	£2,540.43
Norfolk Pension Fund	November Pension contribution	£261.30
HMRC	PAYE Month 8	£96.03

These were agreed and will be authorised.

c) To note the salary uplift of the clerk.

The annual salary lift of the clerk was noted and back pay will be paid in the November payroll.

d) To consider and agree the budget for 2025/26 and set the precept

The draft budget was discussed and agreed. The precept for 2024/25 was agreed at £31,000, an increase of approximately 4%

15) Planning

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

b) To note any planning decisions made  
None

16) To agree the dates for 2025 meetings

These were agreed

17) 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

18) To consider employing the Bus shelter cleaner

It was agreed from April to employ the Bus Shelter Cleaner on SCP 4 for 1 hour a week. Clerk to draft a contract.

19) To note the date of the next meeting Parish Council Meeting – tbc, item 16

Tuesday 28<sup>th</sup> January 2025

Meeting closed at 21:05

Signed .....

Date.....

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