



Annual meeting of Newton Flotman Parish Council

21 May 2024, 7:30pm, Newton Flotman Village Centre

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)
Bruce Turnbull
Lesley Crump
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 12d as they are members of the Long Stratton Medical Partnership's Patient Participation Group.
Drew Broad declared an interest in item 12b as he is on the Village Centre Committee.
Paul Weeks and Drew Broad declared an interest in item 12f as they are on the Neighbourhood Plan steering group.
The Clerk reminded Councillors to ensure their Declaration of Interest form lodged with SNC is kept up to date. Blank forms can be requested from the clerk
- 5) To approve and confirm minutes of the last full council meeting on 30 April 2024
These were agreed as a true record of proceedings with no amendments.
- 6) Matters arising from previous minutes
Planning – Drew Broad and Cate McNerney met with the Architects for planning application 2024/1186 regarding suggested amendments. The residents do not wish to change their application, the Parish Council have lodged their objection to the application
- 7) Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports
John Cook – South Norfolk Council's AGM was last night, Cllr Daniel Elmer was voted in as leader for one year.
Road closures have been received in relation to the Long Stratton by-pass
Funding has been secured towards picnic tables at the village centre
Nominations for the SNC Community Awards have been made for the Village Centre and the Climate Change Group
- 8) 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.

- 9) 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.

- 10) To review any correspondence received (that is not already on the agenda) – **for information only**
Norfolk County Council Grit Bin Audit – clerk **to complete**

Safety of Lithium ion Batteries and e-bikes and scooters - Parish Council to support this

Fete signage on village green – agreed to allow this if positioned to not obscure the junction.

- 11) 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 Drew Broad (and the clerk) attended the Town and Parish Council Forum. There was an update on Nutrient neutrality, notes have been circulated. Any offset of the nutrients in Newton Flotman would be undertaken in the Yare catchment area

- 12) 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 updated that they are waiting for quotes for the paving outside. William Ball will remain chair and Christopher Remer treasurer following the AGM. All other trustees have been re-elected.

There is a new regular hirer on a Monday afternoon. 4 new benches to be purchased. New heavy duty curtains, a new front door, acoustic panelling and a roller door for the kitchen area to be purchased.

Euros to be screened in the hall and the social club is going well. ROSPA check is coming up, a climbing wall grant application has gone in, summer fete and autumn festival planned.

- c) Church activities

No report

- d) Patient Participation Group

Diabetes evening at Long Stratton High School on 4th July

- e) Youth Club

The SLA has been signed. A report for 23/24 activities has been received. A completion report has been submitted to the Community Foundation for the Saracen's Norfolk Fund grant. A grant has been received from Community Foundation Love Norfolk Fund 2024. There were staffing issues last week so the session was cancelled.

- f) Neighbourhood Plan

The committee met last night and work is continuing on design codes. The plan is progressing well.

- 13) To receive an update on D day celebrations

No orders for fish and chips yet. First aid provision, gas bottles, safety barriers and a safety zone to be agreed. **Clerk to produce risk assessment**

- 14) 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 £784.24

- b) To consider bronze subscription renewal with Community Action Norfolk – £20
It was agreed to renew the membership at a cost of £20.
- c) To consider the revised Standing Orders
The revised Standing Orders were agreed. **Clerk to publish them on the website**
- d) To consider the revised Financial Regulations
Awaiting revised financial regulations from NPTS. Defer to June meeting
- e) To agree the Parish Council objectives for the forthcoming year.
The previous objectives and the priorities for this year were discussed. The following objectives were agreed;
 - Continue developing the Neighbourhood Plan
 - Seek to recruit another Councillor to meet the full allocation of Councillors
 - Encourage biodiversity within the Parish and support the work of the Climate Care group
 - Continue to support Youth Club and seek further funding
 - Continue to support the Village Centre and activities it hosts
 - Consider how future CIL funding can be spent

15) Finance

- a) To consider the Internal Auditor’s report for year ending 31 March 2024
This was received and reviewed. The Council’s risk assessments will be updated at the next meeting as advised.
- b) To agree the accounts for year ending 31 March 2024
These had been circulated and were agreed.
- c) To consider the assertions on, and complete, the Annual Governance Statement 2023/24 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 2023/24 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	
Norfolk Community Foundation, Youth Club Grant	£4,100.00
Payments	
Anglian Water Allotment Water	£59.00
Norfolk Pension Fund May Pension	£127.58
These were noted	

- f) To agree invoices for payment

Maria Hutson, Clerk Salary and Expenses May	£628.51
HMRC, Month 2 PAYE	£43.60

Pam Moyes Bus shelter cleaning April and May	£66.50
CAN Membership , Bronze	£20.00
Norfolk Pension Fund Pension Contribution May 202	£127.38
Gallagher Insurance	£784.24
Village Centre Neighbourhood Plan meeting venue	£16.25
Nuture Grass cutting	£197.33
Nuture Grass cutting	£48.65
Excite Grass cutting	£120.00
YMCA Norfolk Youth Club, 3 months	£1,934.25

16) 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

17) To note the date of the next meeting Parish Council Meeting – Tuesday 25th June, **Church Room**, 7:30pm

Meeting closed at 20:49