



# Newton Flotman Parish Council Meeting Minutes

26 March 2024, 7.30pm, Newton Flotman Village Centre

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

- 1) To consider accepting apologies for absence  
Cate McNerney which were accepted
- 2) 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 8d as there are 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.  
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 27 February 2023  
**These were agreed as a true record of proceedings with no amendments.**
- 4) Matters arising from previous minutes  
Gigaclear is on hold on Flordon Road currently as their works licence has expired  
District Councillor John Cook reported that he will be meeting with County Councillor Daniel Elmer and Highways regarding traffic issues on Flordon Road.
- 5) Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports  
District Councillor John Cook – reported he had attended Shotsham Parish Council meeting (item 8a)
- 6) To review any correspondence received (that is not already on the agenda) – **for information only**  
Hornsea updates  
Western Link updates  
Greater Norwich Development Plan update  
Play streets grant  
These were noted
- 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**  
Paul Weeks and Drew Broad have now received a full report regarding the workshop they attended concerning the impact on the A140 north of Long Stratton when the Long Stratton bypass is built.  
Their concerns regarding entering/exiting the village were noted and it is flagged as an area for improvements.

- 8) Regular Items – to receive any updates and to agree any necessary action in relation to:
- a) Highway Issues including outcome of Parish Partnership application and proposed closure of Shotsham Ford  
 Parish Partnership – funding has been secured and the paperwork signed and witnessed. Payment for the Parish’s  
 Proposed closure of Shotsham Ford – Highways have asked for the Parish’s comments on this. It was agreed that the Parish feel that it should be kept open. **Clerk to contact Highways**
  - b) Newton Flotman Village Centre & Alan King Playing Field  
 Drew Broad gave an update from the recent meeting; New kettles have been purchased and picnic tables ordered, the table tennis club has ceased and their equipment is being moved and the loft is to soon be reinsulated. Film night is going well and the social clubs will be running weekly from late April. Quotes have been requested for refurbishing the flooring and work on the roof to start in April.  
 The Village Centre has requested that the underspend from the Village Centre Grounds Maintenance grant, £1621.63, be allocated towards ditch clearance work around the grounds which was agreed
  - c) Church Activities  
 No updates
  - d) Patient Participation Group  
 No updates
  - e) Youth Club  
**Clerk to chase Norfolk YMCA regarding cancelled sessions in autumn 2023.** The SLA also requires signing once this has been agreed.
  - f) Neighbourhood Plan  
 Design Codes are being developed by an AECOM to form part of the plan.  
 There has been around 100 comments added to Placecheck  
 Household survey has been distributed and so far there have been around 60 returns  
 Locality had granted £6,835 for this financial year of which £4,678.54 has been spent. The underspend of £ 2156.46 will be reimbursed as per the conditions of the grant. It is hoped that further funds will be available in the new financial year.
- 9) Discussion on an additional Dog waste bins  
 It was agreed to use CIL funding to purchase an additional dog waste bin for Greenways. The cost of this will be around £200 (final cost dependent on installation costs) **Clerk to contact South Norfolk Council for agreement of the proposed location of ///arranger.waxer.directors (What3words)**
- 10) Discussion on biodiversity in the village  
 Hilary and Richard Beech and Andy Cox from the village biodiversity group attended and discussed how the work they are doing compliments the proposed Biodiversity Policy. **It was agreed to adopt the Biodiversity Policy**
- 11) To receive an update on D day celebrations and confirm application for a road closure  
 It was decided to move the celebrations to the Village Centre. A road closure order will no longer be needed.  
 Clerk to contact village hall to book from 6pm to 10pm on Thursday 6<sup>th</sup> June
- 12) Finance
- a) To note receipts and payments made since the last meeting  
 No Receipts

Payments;

Anglia Water	Allotment Water	£41
Norfolk Pension Fund	February Pension	£136.18

These were noted

b) To agree invoices for payment

Maria Hutson	March Salary and Expenses	472.03
HMRC	PAYE Month 12	14.20
Norfolk Pension Fund	March Pension Contribution	136.18
Paul Weeks	Letter boxes	108.76
Pam Moyes	February and March bus shelter cleaning	62.52
Sir John Leman High School	Placecheck leaflets	13.60
Village Centre	PC meeting hire	39.00
Emma Harrison	Neighbourhood Plan	1,400.00
Rachel Leggett	Neighbourhood Plan	1829.75
Village Centre	Youth Club venue hire	214.50
Village Centre	Neighbourhood Plan venue hire	32.50
Groundworks	Underspend of NHP grant	2,156.46
Village Centre	Contribution towards ditch clearance	1,621.63
Norfolk County Council	Parish P'ship match fund - to be paid April	£2,079.32
NPTS	Subscription - to be paid April	297.57

All payments agreed and will be authorised

c) Payment of Parish Partnership grant and completion of forms

These were completed and will be submitted by the clerk. Payment of £2079.32 to be authorised in the first week of April

13) 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

14) 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

15) To receive a summary of the Clerk's appraisal.

A summary of the appraisal was received. Objectives will be set at the May meeting and Clerk's job description to be updated.

16) To note the date of the next meeting Parish Council Meeting – Tuesday 30th April including Annual Parish Meeting, 7:30pm, Village Centre

Meeting closed at 21:08