



# Newton Flotman Parish Council Meeting Minutes

25<sup>th</sup> February 2025, 7:30pm, Village Centre, Newton Flotman

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)  
Drew Broad  
Lesley Crump  
Cate McNerney  
Karen Elliott  
Martin Brooks (from item 3)

Lola Poole, South Norfolk and Broadland Council

- 1) To consider accepting apologies for absence  
Bruce Turnbull – apologies accepted.
- 2) To consider co-opting a Councillor  
Martin Brooks was unanimously elected as a Councillor. Martin signed the Declaration of Acceptance of Office and joined the meeting.
- 3) To receive declarations of interest on items on the agenda and consider any requests for dispensations  
Drew Broad, Karen Elliott and Martin Brooks declared an interest in item 9b as they are on the Village Centre Committee. Paul Weeks declared an interest in item 9d as he is on the Public Participation Group. Paul Weeks, Drew Broad and Martin Brooks declared an interest in item 9f and 10 as they are on the Neighbourhood Plan Steering Group. Karen Elliott for 15a as a near neighbour
- 4) To approve and confirm minutes of the last full council meeting on 28 January  
**These were agreed as a true record of proceedings with no amendments.**
- 5) Matters arising from previous minutes  
Shotsham Ford – Paul Weeks has emailed Shotsham Parish Council and waiting for a reply  
VE Day – Discussion is underway with local organisations regarding activities on the day
- 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**  
The Big South Norfolk Litter Pick 2025  
VE Day Community grant  
Funding for Nutrient Neutrality projects  
Norwich to Tilbury update and consultation  
Hornsea 3 – progress report  
Consultation on Custom and Self-Build Housing  
These were noted. Litter pick information forwarded to the village centre. Will look to apply for a VE Day Community grant.

- 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 met with local Parish Council Chairs.

Paul Weeks and Drew Broad attended the Town and Parish Council Forum. At the time awaiting more information on devolution, expecting more information at the next forum.

- 9) 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

A number of improvements are being made to the building starting this weekend.

- c) Church activities

No update

- d) Patient Participation Group

Heart health event to be held at the village centre on 15<sup>th</sup> May

- e) Youth Club

An extra session was held during half-term due to cancelled session earlier in the month because of staff illness.

- 10) To receive an update on the Neighbourhood Plan and discuss next steps with the Community Planning Projects Officer

Paul Weeks reported that the plan now has portfolio holder approval and it can progress to the six-week consultation required by Regulation 16, followed by an independent examination.

Lola Poole (LP) introduced herself as the Community Planning Projects Officer from South Norfolk and Broadland Council and gave an overview of her role. The community action points were discussed and the next steps agreed;

Traffic calming and A140 crossing – Initiate conversations with Highways - LP

Ghost ponds – MH to contact Ben Newton, NWT regarding a site visit

Improvements to old bridge – LP to speak with South Norfolk heritage officer

Access to Smockmill Common – LP to ask Helen Sibley at South Norfolk to keep Parish Council updated

Cycle routes – Parish Council to promote local route Rebellion Way to residents.

Graveyard – Look at possible future sights.

Car park – Parish Council to contact ARTs and Newton Flotman Primary Academy regarding parking issues and raise awareness with parents

Footpath on Flordon Road – Parish Council to contact residents to explain actions taken to try to get

Highways Department to construct a trod path

Fruit trees – Parish Council in discussion with Village Centre, Norfolk Apples and Orchards to be contacted.

LP to produce an updated action plan that will include timescales and priorities..

- 11) To receive an update on the allotments.

First quarterly inspection undertaken and no issues. Paula Way is now Secretary of the Allotment Association. A separate bank account has been set up for monies received. £30.63 is being held by the previous secretary. Agreed that clerk would contact asking for transfer of money. The national allotment association fees will increase from June and the amount charged to allotment holders will increase in September to cover this. The padlock needs replacing and it was agreed the Parish Council would cover this cost. Clerk to produce a newsletter for holders including asking not to park on site November to February and that non garden waste is not to be left on plots

12) To review policies

- a) Safeguarding Policy
- b) Reserves Policy

Reviewed policies agreed. Clerk will publish on website.

13) To consider an annual fee to decommission the current website and associated mailboxes

It was agreed that Parish Online will decommission the old website and mailboxes and set up forwarding at an annual cost of £25 plus VAT.

14) Finance

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

No Receipts

Payments made-

ICO	Subscription	£35
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- b) To agree invoices for payment

Maria Hutson	February Salary and Expenses	686.70
HMRC	PAYE Month 11	43.00
Norfolk Pension Fund	February Pension Contribution	198.83
Newton Flotman Village Centre	NHP Meeting	9.75
January Norse	Grass cutting of playing field	399.72
Compass Point	Neighbourhood Plan Consultancy	1,010.75

Payments agreed and will be put on banking for authorisation

15) Planning

- a) [2023/1126 | Storage compound to include 2 no. 6m storage containers | Telephone Exchange Exchange Road Newton Flotman Norfolk NR15 1PS](#)  
Support, clerk to log comments
- b) To consider any planning applications that may be received after the publication of the agenda.  
None
- c) To note any planning decisions made  
None

16) To note the date of the next meeting Parish Council Meeting, 25<sup>th</sup> March 2025

Meeting closed at 21:33