



Newton Flotman Parish Council Meeting Minutes

Wednesday 21 July 2021, 7.30pm, Newton Flotman Village Hall

Present: David Gibbs (Chairman) Julie King (clerk)
Bob Kelf
Bob McKelvey
Jeff Billings
Paul Weeks
Bruce Turnbull
Lesley Crump (from item 4)

Members of the public – 20 members of the public.

- 1 Apologies for Absence
Daniel Elmer, County Councillor and Florence Ellis, District Councillors had sent their apologies.
- 2 Declaration of Interest for Items on the Agenda and Dispensations
Paul Weeks declared an interest in item 10b as he is a trustee of the Village Centre Management Committee and item 10d as he is a member of the Long Stratton Medical Partnership's Patient Participation Group.
- 3 Minutes of the Meeting held on 4 May 2021
These were agreed as a true record of proceedings with no amendments.
- 4 Councillor Vacancies
It was agreed to co-opt Lesley Crump, Lesley signed her 'Declaration of Acceptance of Office' and joined the meeting as a councillor.
- 5 Public Participation
Many of the parishioners had attended to voice their concerns regarding the two plots of land off Alan Avenue – NEW1 which was already part of the local plan and for which pre-application consultations were expected later in the year and plot SN4024 which was being recommended by South Norfolk Council as part of their Village Cluster consultation.

The concerns expressed were:

Signed

Date

Page

- traffic associated with the building works and a suggestion was made that a temporary roadway to get to site could be created to circumnavigate Alan Avenue or deliveries at permitted times only to reduce the disturbance
- the impact of NEW 1 should be realised before adding further housing
- Alan Avenue was not suitable for additional traffic
 - o increase of parking on pavements on Alan Avenue
 - o safety for pedestrians and road users
- the impact on local services including the village school, doctors' surgery, surface water drainage and sewage
- the environmental impact
- the effect of the fumes from the additional traffic on children playing at the play area on Alan Avenue
- the impact on the associated roads including Flordon Road and the Flordon Road/A140 junction
- where the access point would be and its suitability

In addition

- concern was expressed regarding the access point for NEW1, it appeared that the access point was not within the area included in the local plan
- with regard to the access point, the layout of Alan Avenue had been changed and approved in a letter sent by South Norfolk Council in December 2001, questions were asked regarding why and what was changed
- the developers had recently been on site and had left mud deposits on the road, concern was expressed that if this was allowed to continue it would damage the roadway and was not acceptable.

6 South Norfolk Council's Village Cluster Consultation

It was agreed that overall, the Parish Council objected to further development in the village until the necessary infrastructure was put in place including adequate doctors' provision, school capacity, drainage and sewage.

The consultation referred to the A140 through Newton Flotman as a 'by-pass', the Parish Council disagreed with this description.

It was agreed to make the following response regarding the sites put forward:

SN4024

The Parish Council objected to this site for the following reasons

- **the impact on local services including the doctors' surgery and the village school**
- **the sewage system in the village already showed signs that it was struggling with regular call outs noted, it was clear that the drainage and sewage systems were not adequate to cope with additional housing**
- **Alan avenue was not a safe access for additional houses, the road was very narrow and already suffered from parking on the pavements**
- **the effect on the Flordon Road/A140 junction which had already been identified as requiring improvement**

SN4025

The Parish Council agreed that this would be an unsuitable site for all the reasons listed for site SN4024.

SN0594

The Parish Council would not support this site unless the A140/Flordon Road junction was improved.

It was agreed that the Parish Council would seek a meeting with Highways with regard to the A140/Flordon Road junction, it was important to ascertain their current thinking in light of developments in Long Stratton.

It was agreed that the Parish Council would seek a meeting with Anglian Water to speak with them regarding the adequacy of the drainage and sewage systems in the village.

7 Correspondence

It was noted that a pre-application consultation regarding the plot known as 'NEW1' off Alan Avenue, was expected later in the year.

8 Councillor Updates

The Clerk and Paul Weeks had attended a town and parish council forum the previous day with updates from South Norfolk Council regarding flooding and the work being undertaken by Lord Dannatt and his team, funding available to community groups and South Norfolk Council's new website.

David Gibbs, Paul Weeks and the Clerk had attended a presentation on South Norfolk Council's Village Cluster consultation.

David Gibbs had attended a presentation on the Safer Norfolk Plan consultation 2021-2024 which had identified priorities for the groups involved.

9 Matters Arising

None.

10 Regular Items

a Highway Issues

The SAM 2 speeding device had been repaired and was back in use.

The bus stop sign at the St Mary's Close/Flordon Road junction had once again been knocked over, this would be reported to Highways.

i Pedestrian Refuge on A140

Concern had been expressed regarding the safety of pedestrians when using the pedestrian refuge to cross the A140, **it was agreed that it would be added to the council's request for improvements to the junction.** It was noted that a reduction in the speed limit would also assist.

- b Newton Flotman Village Centre and Alan King Playing Field
Paul Weeks reported that there were plans to hold a trustee's meeting to discuss, amongst other things, funding that was available to help village halls re-open. Pre-school had now finished for the summer so the hall was once again available for hire by other users.

Some exploratory work had been undertaken with regard to the ditch which runs alongside the Village Centre access road, it was hoped that this could be connected into the existing drainage under the football pitch.

- c Church Activities
Nothing to report.

- d Patient Participation Group
Paul Weeks said that a new doctor had been appointed especially for Newton Flotman to include duties at Olive House The dispensary had been changed with a new hatch in the entrance way to surgery, there would no longer be a need to queue at the window or to book an appointment to collect a prescription. The practice had appointed two first contact practitioners to work with patients with muscular, skeletal conditions. It was anticipated that the surgeries would be reopened fully in the autumn.

11 Matters Arising

- a Flordon Road/A140 Junction Improvements
Following concern expressed regarding customer parking and delivery lorries at Seastar Superbikes, many of whom parked on the A140 and Flordon Road junction, Highways had been approached. They had rejected the Parish Council's suggestions and it was agreed to raise this with the police.
- b Access to Smockmill Common and Land East of the A140
A further meeting had been held with the owner of Shotesham Estate and Helen Sibley from South Norfolk Council. Agreement was largely reached but it relied on permission from the landowner adjacent to the A140 who was hoping to develop their land and had submitted a proposal under the Village Cluster Consultation discussed earlier in the meeting. South Norfolk Council were looking to finance the bridge with the Parish Council potentially required to arrange for the cutting of the path and regular litter picks.
- c Bus Service to the Top of the Village
This had been agreed and would be added to the timetable from September.
- d Flooding of the River Tas
The Environment Agency had declined a site meeting indicating that they were carrying out the required maintenance and anything beyond that was the responsibility of the homeowner.

It was agreed to request a meeting with the Lead Local Flood Authority to ask advice and request permission regarding protecting properties.

e Parish Plan

Paul Weeks reported that Olivia Byrne had been employed to undertake market research for 12 weeks which would result in the production of the Parish Plan.

She was currently undertaking one-to-one interviews and focus groups, although these had been delayed slightly as she had been required to self-isolate, Paul thanked the residents who had been involved.

She had been in contact with Long Stratton High School and it was hoped that a questionnaire could be shared with the school children and she could run focus groups with them when they returned to school in September.

Once the information from the one-to-one interviews and focus groups had been analysed, a questionnaire would be prepared for distribution at the beginning of August, the quantitative research would then be analysed and the final report would be written prior to the Parish Council meeting in September.

f Pre-school Advertisement Sign, Kings Green

Permission for this sign had been granted in September for an initial period of two months. The sign was still in place and councillors considered whether it should be allowed to remain, **it was agreed that the sign had become untidy and it should be removed.**

12 New Items

a Litter Bin, Grove Way

Consideration was given to installing a litter bin at the Grove Way entrance to the Playing Field, **it was agreed to refer this to the Village Centre Management Committee.**

b Tree Planting on and Cutting of King's Green

i Additional tree planting on King's Green

It was agreed to support the proposed plan for additional tree planting on Kings Green.

ii Purchase of trees, posts and guards

This was agreed in principle, subject to cost.

iii Review of Cutting to Allow Sections to be Left to Encourage Wildlife and Wild Flowers

It was agreed to rewild part of King's Green. The area north of the village sign would still be cut along with a strip around the perimeter and 'paths' would be cut incorporating the bench and the village sign. The new cutting would come into effect from the 2022 cutting season.

iv Purchase and Planting of Wildflowers

This was agreed in principle subject to cost.

c Parish Partnership Scheme 2022/23

It was noted that applications had to be submitted by 10 December, consideration would be given to extending the footpath beyond Dell Close south west along Flordon Road. Councillors would meet to look at the proposal and advice would be sought from the Highway Engineer.

d Training for New Councillors

It was agreed that the Parish Council would cover the cost of induction training for the two new councillors.

e Purchase of Good Councillor Guides

It was agreed to circulate an electronic copy and purchase hard copies for any councillor who would like one.

f Platinum Jubilee of Queen Elizabeth 11

It was agreed that one of the trees to be planted on King's Green should be dedicated as part of the Queen's Platinum Jubilee celebrations. It was understood that consideration was being given to holding an event/s in the village over the Jubilee weekend in June 2022, Paul Weeks said that he would be willing to be involved in the organisation and the Parish Council indicated their support.

13 Periodic Items

a Allotment Rent

It was noted that the rents collected from the allotment holders covered the cost of supply of water to the site. **It was agreed not to increase the rent.**

b Freedom of Information Guide to Information and Schedule of Charges

These had been circulated, they were reviewed **and agreed**

c Asset Inspection Report

The assets had been inspected and a report circulated. **It was agreed to obtain a quote for consideration at the September meeting for the cutting of the area at the top of Alan Avenue and Bob Kelf agreed to look at the notice board at the St Mary's Close/Flordon Road junction.**

d Risk Assessments and Business Continuity Plan

These had been circulated, were reviewed **and approved.** **It was agreed to purchase an external hard drive to back-up the parish council data up to the cost of £60.**

e Internal Control and Internal Auditor

The system of Internal Control, as laid out in the Internal Control Policy, was reviewed and was deemed to be effective. **It was agreed to approve with minor amendments.**

It was agreed to reappoint Anne Barnes to carry out the Internal Audit.

14 Finance

a First Quarter Accounts

These had been circulated **and were agreed.**

b Requests for Donations

None.

c Receipts and Payments since the last meeting

The following receipts since the last meeting were noted:

HMRC	VAT refund	£741.21
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The following payments since the last meeting were noted:

The CGM Group (East Anglia) Ltd	Grounds maintenance	£11.70
Anglian Water	Allotment water	£20.00
Arthur J Gallagher	Insurance	£639.89
The CGM Group (East Anglia) Ltd	Grounds maintenance	£11.36
The CGM Group (East Anglia) Ltd	Grounds maintenance	£66.05
Anglian Water	Allotment water	£20.00
Unity Trust Bank	Bank charges	£18.00
Newton Flotman Village Centre	TENs for VE Day event	-£21.00
	cancelled cheque	
The CGM Group (East Anglia) Ltd	Grounds maintenance	£11.36

d Invoices for Payment

The following were approved for payment:

J King	Salary & expenses (June & July)	£505.54
Norfolk Pension Fund	Pension contribution	£133.10
J King	GoToMeeting (annual subscription)	£102.60
NSALG	Allotment Subscription	£60.00
Westcotec	SAM 2 repair	£864.00
Olivia Bryne	Parish Plan	£192.00
P Moyes	Bus shelter cleaning (June & July)	£56.00
Newton Flotman PCC	Church Room hire	£28.00

15 Planning

a Bloy's Grove

EDF Renewables had produced and shared a landscape strategy, this had been forwarded to the Tree Warden.

b Long Stratton Applications 2018/0111 & 2018/0112

Nothing to report.

- c Swainsthorpe – Ben Burgess Application 2018/2631
It was understood that the report had been written and was being scrutinised by legal teams before the application went to committee.
- d Review of Planning Meeting Decisions
Those applications, along with the recommendations made at planning meeting/s were noted:
None.
- e Planning Decisions taken by South Norfolk Council
2021/0450 The Long Barn, Flordon Road Approved with conditions
- f Planning Appeals and Enforcements
There had been no response from planning enforcement regarding the metal barns at New Cranes Farm.

16 Data Protection
The decisions taken by the Data Protection Committee were noted and adopted.

17 Items for Next Agenda
Consideration of installing village gateways at the entrance to the village on the A140 from Norwich.

It was noted that a coach was regularly parking in the bus stop near the bridge on the A140, at times preventing the bus from stopping at that location, the clerk would investigate.

18 Date of Next Meeting
Tuesday 28 September 2021, 7.30pm.

The meeting closed at 10.06pm.