

# Newton Flotman Annual Parish Council Meeting

20 May 2025, Church Room, Newton Flotman, 7:30pm

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

District Councillor John Cook

- 1) To elect the chairman – chairman to sign the declaration of acceptance of office  
**Paul Weeks was proposed by Drew Broad and Seconded by Bruce Turnbull, elected unopposed;** and signed the declaration of office.
- 2) To elect the vice-chairman  
**Bruce Turnbull was proposed by Paul Weeks and Seconded by Drew Broad 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  
Drew Broad and Martin Brooks declared an interest in item 12b as they are on the Village Centre Committee. Drew Broad declared an interest in 12c as he is on the PCC. Paul Weeks and Bruce Turnbull declared an interest in item 12d as they are on the Public Participation Group. Paul Weeks, Martin Brooks and Drew Broad declared an interest in item 12e as they are on the Neighbourhood Plan Steering Group.
- 5) To approve and confirm minutes of the last full council meeting on 29 April 2025  
**These were agreed as a true record of proceedings with no amendments.**
- 6) Matters arising from previous minutes  
None
- 7) Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports  
District Cllr Cook – South Norfolk Council will be purchasing food waste vehicles. Deborah Sacks voted in as new Chairman of South Norfolk Council at last night's AGM. He attended 3 VE Day celebrations which he enjoyed.
- 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**  
Environment Agency Maintenance Work  
Local Government reorganisation  
These were noted.
- 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**  
Prior to the Parish Council meeting there was a meeting with Shotsham Parish Council and Norfolk County Council regarding the Ford and the possible options for it's future.  
VE Day celebrations were very well attended with around 100 people attending.
- 12) Regular Items – to receive any updates and to agree any necessary action in relation to:
- a) Highway issues  
The letter to the residents of Flordon Road has been revised. Letter to be sent to all residents beyond Dell Close
  - b) Newton Flotman Village Centre & Alan King Playing Field  
A report was circulated. The Village Centre has agreed to having a community orchard however they do not want to be involved in funding or maintenance.
  - c) Church activities  
No update
  - d) Patient Participation Group  
Health awareness evening to be held on June 5<sup>th</sup> at the Village Centre. The surgery will be changing their systems in July
  - e) Youth Club  
Monthly reports have been received. Clerk to begin National Lottery grant application
  - f) Neighbourhood Plan  
Examiner to be visiting the village soon
  - g) Community Action Projects  
Community Orchard – possible members ward funding available for this. Cllr Cook requires an outline of the project, quote for the trees and details of the group leading on this along with bank details.  
Smockmill Common - no progress at the moment
- 13) To consider installation quote for a Dog Waste bin  
It was agreed to ask Carl to undertake the work and £50 budgeted for labour. Installation to be cited at <http://arranger.waxer.directors> (What3words).
- 14) To consider quote for clearing path on allotment boundary.  
It was agreed to ask LMN to undertake this work at a cost of £220
- 15) Periodic items

- a) To consider the insurance renewal  
3 quotes were requested and quotes were received from Clear and Gallagher. It was agreed to renew the policy with Gallagher, the current insurers at £790.85 and enter into a 3 year long term agreement.
- b) To consider bronze subscription renewal with Community Action Norfolk – £20  
It was agreed to renew this subscription

16) Finance

- a) To note receipts and payments made since the last meeting  
None
- b) To agree invoices for payment

Maria Hutson	Clerk Salary and Expenses May	£682.72
HMRC	Month 2 PAYE	£104.07
Pam Moyes	May Salary	£44.02
Community Action Norfolk	Membership	£20.00
Norfolk Pension Fund	May Pension Contribution May	£202.02
Gallagher	Insurance premium	£790.85
The National Allotment Association	Annual Subscription	£73.50
Norse	April village centre grass cutting	£399.72
Bruce Turnbull	Gas bottle VE Day	£40.00
Mister John	VE Day	£60.00

17) 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  
[2025/1002 | Erection of two storey extension | Corner House Mill Lane Newton Flotman Norfolk NR14 8PZ](#)  
– Approval with conditions

[2025/0851 | Rear extension to detached garage and part conversion to form bedroom | River Cottage Old Street Newton Flotman Norfolk NR15 1PD](#)  
-Approval with conditions

[2025/0712 | Garage conversion to annexe | Zazarac Church Road Newton Flotman Norfolk NR15 1QB](#)  
-Approval with conditions

- 18) To note the date of the next meeting Parish Council Meeting – Tuesday 24<sup>th</sup> June, Newton Flotman Village Centre, 7:30pm

Meeting closed at 20:30