

# Newton Flotman Parish Council Meeting

24 June 2025, Village Centre, Newton Flotman, 7:30pm

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)  
Drew Broad  
Bruce Turnbull  
Martin Brooks  
Lesley Crump  
Karen Elliott  
Cate McNerny  
1 member of the public

- 1) To consider accepting apologies for absence  
None
- 2) To receive declarations of interest on items on the agenda and consider any requests for dispensations  
Drew Broad, Martin Brooks and Karen Elliott declared an interest in item 8b as they are on the Village Centre Committee. Drew Broad declared an interest in 8c as he is on the PCC. Paul Weeks and Bruce Turnbull declared an interest in item 8d as they are on the Public Participation Group. Paul Weeks, Martin Brooks and Drew Broad declared an interest in item 8e as they are on the Neighbourhood Plan Steering Group.
- 3) To approve and confirm minutes of the last full council meeting on 20 May 2025  
**These were agreed as a true record of proceedings with no amendments.**
- 4) Matters arising from previous minutes  
Dog waste bin is being installed this weekend
- 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 is away and send his apologies
- 6) To review any correspondence received (that is not already on the agenda) – **for information only** Parish Partnership  
Armed Forces Covenant For Town and Parish Councils – ensure Parish Council is signed up  
Local Government Reorganisation - parish council has requested laminated posters to display on noticeboards  
Alan Avenue Development  
Flordon Road path  
South Norfolk House  
East Pye Solar Panels  
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 attended the Town and Parish Council forum – he gave a brief overview. Paul also shared that he has been shortlisted for a South Norfolk Community Award for Councillor of the year. The awards evening is next week – fellow Councillors wished him luck.

- 8) Regular Items – to receive any updates and to agree any necessary action in relation to:
- a) Highway issues – a proposal has been submitted regarding naming of the new development off Alan Avenue from the developer. It was proposed that the road be named after Mr John Pye; John Pye Close or John Pye Crescent. Clerk to submit suggestions to developers.
  - b) Newton Flotman Village Centre & Alan King Playing Field including procedures for illegal use of the playing field  
William Ball, Chairman of the Village Centre Committee, gave an overview of the concerns of the committee regarding the possibility of illegal use of the playing field. After discussions it was agreed to produce a joint policy regarding the actions to be taken if there was an illegal encampment. Clerk to produce a draft and send to William and Paul
  - c) Church activities  
Report noted from Kirsten Remer
  - d) Patient Participation Group  
Recent event was cancelled due to low numbers
  - e) Youth Club  
None
  - f) Neighbourhood Plan  
An independent examiner has produced a report for South Norfolk Council. Once the final document has been submitted and accepted by South Norfolk Council a referendum will be held in late August/September.
  - g) Community Action Projects  
Orchard – community response to this is positive led by the tree group.  
Ghost ponds – Paul Weeks with Norfolk Wildlife Trust tomorrow.  
Improvements to Newton Flotman Old Bridge – this is owned by Norfolk County Council. SNC have offered to contact Highways regarding moving the project forward.  
Other potential community projects were suggested. It was agreed that Bruce and Cate will look into the expansion of the churchyard/purchasing additional amenity land. Drew, Lesley and Karen will find out more about potential walks around the village
- 9) To consider street lighting on new Alan Avenue development  
Neither Highways or the developers will be installing street lighting at the new development. This is in agreement with the Parish Council’s dark sky policy, all support this decision.
- 10) To consider attending the Village fete on 24<sup>th</sup> August  
Agreed to attend the fete. Clerk to confirm with Richard Green.
- 11) Periodic items
- a) To consider and review the following policies
    - (a) Risk Assessments
    - (b) Business Continuity plan
    - (c) Lone Worker Policy
    - (d) Grant Awarding Policy

(e) Co-option Policy

It was agreed to adopt the revised policies

- b) To consider renewing the domain name and transferring to Parish Online  
It was agreed to renew the domain with Easily for £20 and then transfer to Parish Online

- c) To confirm the internal auditor for 2025/26  
It was agreed to appoint Sonya Blythe as auditor at a cost of £150

12) 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 June	698.27
Pam Moyes	June Salary	43.82
HMRC	Month 3 PAYE	104.07
Norfolk Pension Fund	Pension Contribution June	202.02
Nuture	Village Centre grass cutting	399.72
LMN Tree and hedge Care	Allotment path tidy	220.00
YMCA Norfolk	May - July 2025	2,182.25
Parish Online	Mapping service	54.00
Village Centre	Youth Club venue hire Q1	185.50
Village Centre	Meetings Q1	26.00
Sir John Leman High School	VE Day printing	1.97
Village Centre	NHP meeting	13.00
Village Centre	VE Day Venue	81.00

These were agreed and will be authorised

13) Planning

- a) [2025/1694 | Conversion of garage to residential accommodation | 25 Joy Avenue Newton Flotman Norfolk NR15 1RD](#)

This was supported

- b) To consider any planning applications that may be received after the publication of the agenda.  
None

- c) To note any planning decisions made

[2025/1527 | Non material amendment of 2021/2784 - changes to plans and elevations | Land South West Of Alan Avenue Newton Flotman Norfolk](#)

Approval with no conditions

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

Approval with conditions

[2025/0902 | Details of Conditions 9, 10, 12, 17 & 18 of 2021/2784 - \(9\) Noise and Dust Management Plan, \(10\) Written Scheme of Investigation, \(12\) Ecological Mitigation Plan, \(17\) Onsite Construction Parking, \(18\) Traffic Management Plan | Land South West Of Alan Avenue Newton Flotman Norfolk](#)

Approval of details – approved

- 14) To note the date of the next meeting Parish Council Meeting – Tuesday 15<sup>th</sup> July, Church Room, 7:30pm  
Meeting closed at 21:26