

Newton Flotman Parish Council Meeting

15 July 2025, Church Room, Newton Flotman, 7:30pm

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)
Drew Broad
Bruce Turnbull
Lesley Crump
Karen Elliott
Cate McNerny

District Councillor John Cook
1 member of the public

Prior to the meeting beginning David Gibbs, former chairman of the Parish Council, was remembered.

- 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 8f as they are on the Neighbourhood Plan Steering Group.
- 3) To approve and confirm minutes of the last full council meeting on 7 July 2025
These were agreed as a true record of proceedings with no amendments.
- 4) Matters arising from previous minutes
None
- 5) Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports
A member of the public spoke regarding a letter they had sent to the Parish Council regarding safety in the village. There have been a number of occasions where they have seen/heard of antisocial activity in the village. This has been reported to the police by the member of the public and the Clerk. Police have invited residents to the forthcoming priority setting meeting, clerk to post on Facebook

Update from District Councillor John Cooke
A140 junction survey work to be undertaken in Spring 2026
Shotseham Ford meeting to be held in October
Playing field committee unsuccessful in Community Action Fund funding. John to look into this further.
Full Council meeting tomorrow regarding local government reorganisation
- 6) To review any correspondence received (that is not already on the agenda) – **for information only**
Meetings regarding Local Government Reorganisation
South Norfolk Council Licensing Act 2003: Statement of Policy Review
Hornsea 3 update
Norwich to Tilbury updates

Signed

Date

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**
Town and Parish Council Forum attended by Paul Weeks and Drew Broad
Local government reorganisation meeting attended by Martin Brooks
- 8) Regular Items – to receive any updates and to agree any necessary action in relation to:
- a) Highway issues
It was expected that the A140 through the village to be resurfaced, this has not been done to date
 - b) Newton Flotman Village Centre & Alan King Playing Field
No update
 - c) Church activities
Summer space went well. A member of the church recently undertook the Norfolk church cycle ride and raised £200 for the church and dioceses.
 - d) Patient Participation Group
New software is currently being installed, this is causing dispensary issues. The surgery will be under a new contract from 1st October. They will be holding a CPR training session in Long Stratton in October.
 - e) Youth Club
The club has restarted after the summer. The National Lottery grant application has been submitted; there is a 12-week turnaround.
 - f) Neighbourhood Plan and results of referendum
The referendum was held on 4th September and 93% of voters were in favour of adopting the plan. It was agreed to get quotes for 20 copies of the final plan and final design codes.
 - g) Community Action Projects
Smockmill Common was discussed however until the land owner is found the project can not progress. It would ideally also have to be done in tandem with improvements/crossing on the A140.
Bruce Turnbull has met with Team Vicar Dawn. He was told that the churchyard has sufficient burial plots for the next 20 years and 25 years for cremation plots. There are lots of restrictions on where a new graveyard/cemetery it can be. Further information has been requested from the diocese
Community Orchard – this is underway
Old Bridge - there was lots of positive feedback at the recent fete regarding development this area. Seating, signage and planters were popular suggestions. Work to be undertaken to develop ideas for the bridge.
Play equipment and other equipment – Would need to discuss long term plans with the Village Centre
Dog run – this is being done locally
Cycle paths – this has been done by Norfolk County Council with the Boudicca cycle route.
Ghost Ponds – areas to small, no further action
Walks – Initial work is being undertaken
 - h) Alan Avenue Development
During the summer Paul Weeks met representatives from Adobe Developments with local residents regarding a number of issues. Work has been undertaken to reduce the dust from the site. Additional drainage was suggested however it seems that is out of the scope of the development.
The development will be called Pye Close.
- 9) Periodic items
- a) To consider and review the following policies
 - (a) Travellers policy and procedure
 - (b) Health and Safety Policy

Signed

Date

(c) Social Media Policy

It was agreed to accept with all with a typo in Health and Safety policy corrected.

10) Finance

a) To note the LGS pay agreement

This was noted.

b) To note the conclusion of the audit and comments of the external auditor

The audit was concluded. Remarks from the External Auditor were;

“Section 1, Box 9 and Section 2 Boxes 11a and 11b of the AGAR have not been completed. The smaller authority has confirmed that it is not a sole managing trustee and the responses should be ‘N/A’, ‘no’, and ‘N/A’ respectively.

Information received from the smaller authority indicates that Section 2, Box 9 has been incorrectly stated including VAT.”

These were noted for 2025/26 audit

c) To note receipts and payments made since the last meeting

Payments

John E Wright	NHP Boards	22.80
Maria Hutson	Clerk salary and Expenses Aug	735.49
Pam Moyes	Aug Salary	43.82
HMRC	Month 5 PAYE	60.87
Norfolk Pension Fund	Pension Contribution July	202.02
Nurture	Village Centre grass cutting, July	399.72
PKF Littlejohn	External audit	252.00

Receipts

South Norfolk Council	Precept	£15,500
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These were noted

d) To agree invoices for payment

Rachel Leggett	Neighbourhood Plan	£2,418.90
Newton Flotman PCC	Grant Donation	2,000.00
Partnership magazine	Grant Donation	750.00
South Norfolk Council	Dog waste bin	1,128.00
South Norfolk Council	Extra dog waste bin	84.60
Newton Flotman Village Centre	NFPCY008, Youth Club Hire	117.00
Maria Hutson	Clerk salary and Expenses	£827.09
Pam Moyes	Sep Salary	£52.22
HMRC	Month 6 PAYE	109.74
Norfolk Pension Fund	Pension Contribution Sep	240.60
Nurture	Village Centre grass Aug	399.72

These were agreed and will be authorised.

Signed

Date

- e) To agree allotment fees for September 2026
Currently £20, increase £21 (5%) from 30 September 2026

11) 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

12) To receive an update on Local Government Reorganisation

Paul Weeks gave an overview of the current situation which is currently under review.

13) To consider becoming an Age Friendly village with Age Concern and South Norfolk Council

Clerk to circulate the presentation for further consideration at a future meeting

14) To note the date of the next meeting Parish Council Meeting – Tuesday 21st October, Church Room, 7:30pm

Meeting closed at 21:48

DRAFT

Signed

Date