



**Newton Flotman Annual Parish Council Meeting**  
28 April 2026, Church Room, Newton Flotman, 7:30pm

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)  
Bruce Turnbull  
Drew Broad  
Martin Brooks  
Lesley Crump  
Cate McNerney  
District Councillor John Cook

- 1) To elect the chairman – chairman to sign the declaration of acceptance of office  
**Paul Weeks was proposed by Cate McNerney and seconded by Drew Broad, elected unopposed;** and signed the declaration of office.
- 2) To elect the vice-chairman  
**Bruce Turnbull was proposed by Cate McNerney and Seconded by Martin Brooks 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 for 12i
- 5) To approve and confirm minutes of the last full council meeting on 28 April 2026  
**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 Council update, John Cook – Thanked residents for being so courteous when he was canvassing for County Council election. South Norfolk Council AGM was held yesterday. An update was given regarding recycling and housing. John Cook to propose that the Climate Change Group is involved in the “year of the volunteer” initiative.
- 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.**

Signed

Date

9) To nominate a Councillor to review the cash book, payments and receipts and bank reconciliation for the forthcoming year; to confirm the bank signatories.

**It was agreed to nominate Drew Broad to review the cash book, payments and receipts and bank reconciliation for the forthcoming year.**

**The signatories will remain Paul Weeks, Bruce Turnbull and Drew Broad.**

10) To review any correspondence received (that is not already on the agenda) – **for information only**

East Pye Solar

Land at Lowland, Newton Flotman - Meeting Request

Norwich to Tilbury

These were noted. The developers for the proposed development at Lowland will be invited to the next Parish Council meeting.

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**

Drew Broad and Cate McNerney attended the screening of the People's Emergency Briefing at the church. Climate Change group would like to hold another showing and have invited the Parish Councillors to attend. Cate suggested that the Farmer attend the meeting who was there previously. Clerk to liaise with Climate Group to confirm a date.

Paul Weeks has so far got 133 signatories for the Parliamentary petition regarding the A140. He has nominated William Ball for a SNC volunteer award.

The Parish Council discussed an abandoned vehicle which has been reported to authorities.

12) Regular Items – to receive any updates and to agree any necessary action in relation to:

a) Highway issues

Petition going well. A140 survey being undertaken at the moment.

b) Newton Flotman Village Centre & Alan King Playing Field

None

c) Church activities

None

d) Patient Participation Group

Meeting was held last week, Paul Weeks is now deputy chair.

e) Youth Club

Awaiting the amended SLA for signing. Unsuccessful in securing Easy funding grant.

f) Community Action Projects

i) Bridge project

Awaiting plans to submit to SNC.

ii) Walking routes

Two routes have been completed. Looking at other routes.

iii) Pedestrian access to Smockmill Common

No further development.

g) Alan Avenue Development

None

Signed

Date

h) Devolution and LGR  
None

i) Bus shelter refresh and competition entries.

There was one submission for the competition. Local artist and art students to be approached to gauge interest in turning the picture, and possibly other photos, into a mural.

13) To consider the Parish Council Priorities for 2026-2031

The following were agreed as short, medium and long term priorities for the Parish Council;  
2026/27

- Bus shelter
- Old Bridge
- Walks around the village
- Community Emergency Plan
- Residents welcome pack

2029/30

- Review of Neighbourhood Plan

2031

- A140/Flordon Road Junction
- Path to Smockmill Common

14) Finance

a) To consider the Internal Auditor's report for year ending 31 March 2026

This was received and noted. There were recommendations regarding WFH allowance and stating the Band D precept payment. It was agreed to review the WFH allowance in the 27/28 budget. The band D precept will be confirmed at future January meetings once the tax base has been received from SNC

b) To agree the accounts for year ending 31 March 2026

These had been circulated and were agreed.

c) To consider the assertions on, and complete, the Annual Governance Statement 2025/26 and to authorise the Clerk and Chairman to sign

**The Council considered the assertions on the Annual Governance Statement, completed the form, and authorised the Chairman and Clerk to sign on their behalf.**

d) To consider and approve the Accounting Statements 2025/26 and to authorise the Chairman to sign.

**The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.**

It was noted that as the Council's income and expenditure for the year was over £25,000, the Council must send the relevant documents to the External Auditor

e) To note the dates for the publishing of the electors rights.

These were noted as from 3<sup>rd</sup> June until 14<sup>th</sup> July

f) To consider bronze subscription renewal with Community Action Norfolk – £20

This was agreed.

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

Signed

Date

No receipts

h) To agree invoices for payment

Maria Hutson	Clerk Salary and Expenses May	£838.72
HMRC	Month 2 PAYE	£107.81
Pam Moyes	May Salary	£45.15
CAN	Membership	£20.00
Norfolk Pension Fund	Pension Contribution May	£214.60
Gallagher	Insurance	£795.78
Norse	April village centre	£331.94

These were agreed and will be added to the banking for authorisation.

15) 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

16) To note the date of the Parish Council Meeting – Tuesday 23<sup>rd</sup> June, Village Centre, 7:30pm

Meeting closed 21:20

Signed

Date