Newton Flotman Annual Parish Council Meeting

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)
Bruce Turnbull
Lesley Crump
Drew Broad
Martin Brooks
Fran Bussey from item 4
Cate McNerney arrived at item 5
County Councillor, Karl Catchpole
4 members 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 and Martin Brooks declared an interest in item 9b as they are on the Village Centre Committee.
Paul Weeks and Bruce Turnbull declared an interest in item 9d as they are on the Public Participation Group.

3) To consider co-opting a Councillor
Fran Bussey was co-opted onto the Parish Council and signed the declaration of acceptance.

4) To approve and confirm minutes of the last full council meeting on 14 July 2026
These were agreed as a true record of proceedings with no amendments.

5) To receive reports from the District and County Councillors and the police
County Councillor gave a report which included an update on the switching off of lights on the A140 which he is challenging; improvements of A140/Flordon Road junction; East Pye Solar

6) Public Participation – an opportunity for the public to ask questions or to make comment
A member of the public voiced her concerns regarding switching off the lights on the A140 and poor phone signal in the village.

7) To review any correspondence received (that is not already on the agenda) – **for information only**
East Pye Solar; South Norfolk Council - Review of Hackney Carriage and Private Hire Policy and Conditions; Norfolk Police and Crime Plan Consultation 2026-2030: Invitation to Participate; South Norfolk Village; Clusters Housing Allocations Plan – Consultation on Main Modifications; A140 lighting; Free community climate action training; Ørsted's Hornsea Three Community Newsletter - August 2026; Invitation to Bid for Parish Partnership 2027/28; Shotesham Ford Consultation
These were noted.

8) 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 and Lesley Crump attended the Anglian Water webinar.
Paul Weeks met with local Parish Council chairs..

Signed Date

9) Regular Items – to receive any updates and to agree any necessary action in relation to:
   a) Highway issues including lighting
      (1) Lighting of A140
      There was discussion about the recent switch off of lights along the A140. The Neighbourhood Plan Dark Skies policy was discussed. It was agreed to write to Karl Catchpole and Graham Bygrave and ask for the lighting to be reinstated.
      (2) Repainting yellow lines on Flordon Road
      These have been repainted since the publication of the agenda

   b) Newton Flotman Village Centre & Alan King Playing Field
   An improvements meeting was held earlier in the month and a report was circulated.

   c) Church activities
   A request was made to use the Bus Shelter for Carols on 22nd December, 6pm which were agreed. An idea of a welcome meeting was suggested for new residents. This was agreed as a good idea and the idea of a welcome pack to be moved forward with Kate working alongside Kirsten. There will be 2 Sunday services each month going forward.

   d) Patient Participation Group
   There is now a newsletter. The issue of access to Epi-pens was raised and Paul Weeks to discuss with surgery

   e) Youth Club including grant applications
   They have restarted and there has been a change of staff. Paul Weeks to attend annual celebration. Saracen's Youth Funding available, clerk to submit an application

   f) Community Action Projects
      i) Bridge project including funding opportunities
      Consultation was undertake at the village fete and directly to residents in close proximity. Overall there was a general view that the boards were a good idea but there was some negativity regarding a bench and planters. South Norfolk Heritage Officer has raised concern, Paul Weeks and Martin Brooks to meet the officer, Highways and Swainsthorpe Parish Council chair on site to discuss further. Pictorial boards were preferred over simply QR codes
      ii) Walking routes
      Over 30 of the 50 booklets produced have been taken. Lesley and Fran to lead on producing some additional walks.
      iii) Pedestrian access to Smockmill Common
      South Norfolk have heard from Woods Hardwick who have confirmed that access to Smockmill Common will be included in any development that is proposed.

   g) Greater Norwich Local Plan and proposed developments
   The call for sites for the future plan has been published. There are 2 sites in Newton Flotman. Clerk to draft a letter for local land owners regarding the need for a cemetery as identified in the Neighbourhood Plan. To be considered at the next meeting

   h) Devolution and LGR
   LGR is on hold. Devolution to go ahead, Mayoral election expected in Spring 2028.

   i) Bus shelter refresh

Signed Date

Martin Brooks and Bruce Turnbull to look at the installation of the lighting in the roof as it is more complicated due to the construction of the roof and painting of the interior to remove the existing graffiti strewn mural

10) Community Energy for Newton Flotman
Deferred to the next meeting

11) To consider increasing the grant for NFaST for web hosting fees.
The grant for the web hosting fees was agreed for £140 however the renewal came through at £320.76. It was agreed to pay the additional cost. It was agreed to look at the possibility of moving content from the NFaST website to the Parish Council website.

12) To discuss the A140/Flordon Road junction
Paul Weeks and Martin Brooks have met with the Principle Transport Planner from Norfolk County Council and Karl Catchpole. A number of solutions were discussed and Norfolk County Council are going to produce some proposals for a reworked junction.

13) To receive an update on allotments and consider allotment fees for 2027/28
It was proposed to increase the allotment rent for 2027/28 to £22 and 2028/29 to £23
The fence at the back of the allotment is in a bad state of repairs and quotes have been received for this work. 3 quotes have been received. It was agreed to tentatively allocate £5,000 in the 2027/28 budget for fencing

14) To review the Parish Council stand at the village fete
Deferred to next meeting

15) Finance
a) To receive the 1st quarter accounts
This was noted
b) To note receipts and payments made since the last meeting

Receipts Since the Last Meeting

Allotment	25.00
Allotments	406.00

Payments Made Since the Last Meeting

LMN Tree & Hedge	Top of Alan Avenue	180.00
Unity Trust	Service charge	7.00
Anglian Water	Allotments	71.00
Minuteman Press	Walks leaflets	172.50
Norse	Village Centre grass cutting	331.94
John E Wright	Information boards	43.20
Mrs Pam Moyes	Bus shelter cleaner	45.35
HMRC	Month 5	107.61
Mrs M H Hutson	Clerk Salary and expenses,	845.83
Unity Trust	Service charge	7.00
Anglian Water	Allotments	71.00
Norfolk Pension Fund	Pension fund	214.60
PKF Littlejohn LLP	External audit	378.00

Signed Date

Norse	Village Centre grass cutting	331.94
Mrs Pam Moyes	Bus shelter cleaner	54.60
Mrs M H Hutson	Clerk Salary and expenses	971.10

These were noted

c) To agree invoices for payment

Newton Flotman PCC	Grant Donation	2,500.00
Partnership magazine	Grant Donation	750.00
YMCA Norfolk	Sep-Nov youth club	2,312.50
NFaST	Grant Donation	320.76

These were agreed; to be added to banking for authorisation

d) To note the conclusion of the annual external audit.
This was noted and the Closure of audit has been published. There was one exception relating to VAT on the asset register as noted on the previous year.

e) To note the annual salary uplift.
This was noted and back pay paid in September.

16) 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

17) To note the date of the Parish Council Meeting – Tuesday 20th October, Church Room, 7:30pm

Meeting closed at 9:45pm

Signed Date