



## Newton Flotman Parish Council Meeting

29 April 2025, Village Centre, Newton Flotman, 7:30pm

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)  
Drew Broad  
Bruce Turnbull  
Martin Brooks  
Cate McNerney  
Karen Elliott

- 1) To consider accepting apologies for absence  
Apologies received from Lesley Crump which was accepted.
- 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 declared an interest in item 8d as he is 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 25 March  
**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  
None
- 6) To review any correspondence received (that is not already on the agenda) – **for information only**  
Public Spaces Protection Order (Dog Fouling & Dog Control) Renewal Consultation  
New Funding Initiative to Support Bus Shelter Installations Across Norfolk  
Draft Purpose-built Student Accommodation (PBSA) Supplementary Planning Document (SPD)  
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**  
Summit on Devolution and Local Government Reorganisation at South Norfolk Council attended by Paul Weeks and Drew Broad
- 8) Regular Items – to receive any updates and to agree any necessary action in relation to:
  - a) Highway issues  
Correspondence has been received from a resident concerned about people going up Short Street the wrong one. This has been passed on to the Police, Highways and the district Councillor for them to take appropriate action.  
Flordon Road – there were discussions around a resident's questions regarding a Trod path. A letter explaining the situation and that it is deemed not safe to do so will be brought to the next meeting for review.
  - b) Newton Flotman Village Centre & Alan King Playing Field

None

c) Church activities

None

d) Patient Participation Group

None

e) Neighbourhood Plan

The consultation undertaken by South Norfolk District Council has just finished and a report is being prepared to give to the Independent Examiner prior to his visit to Newton Flotman which will take place in the near future.

9) To discuss a proposal regarding a community orchard

A proposal was put forward to consider planting fruit trees on the playing field. It was agreed to put this forward to the Village Centre committee and if the response is positive aim for planting this winter.

10) To consider allowing sign on Village Green for Saxlingham Nethergate Fete

It was agreed to allow them to put up a sign on the village green from mid June until 12<sup>th</sup> July

11) To receive an update on VE Day celebrations

Set up will be from 6pm with the first performance from 7pm. Clerk to circulate risk assessment

12) To receive an update on the Alan Avenue development

Clerk has spoken with the developers and work on the site will commence on 19<sup>th</sup> May with construction of the access road off Flordon Road the priority. It is anticipated the work will take 19 months

13) Finance

a) To consider the Internal Auditor's report for year ending 31 March 2025

This was received and noted. There were no recommendations

b) To agree the accounts for year ending 31 March 2025

These had been circulated and were agreed.

c) To consider the assertions on, and complete, the Annual Governance Statement 2024/25 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 2024/25 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 note receipts and payments made since the last meeting

Receipts

HMRC, 24-25 VAT return	1,146.91
South Norfolk Council, 50% Precept	15,500.00

Payments

MH, April Salary and Expenses	672.12
PM, April Salary	44.02

These were noted

g) To agree invoices for payment

Sonya Blyth, Internal Audit	120.00
Groundworks, Neighbourhood Plan reclaim	3,514.49
Pam Moyes, Materials	17.88
Paula Way, Padlock	33.99
Parish Online, Website	342.00
Norse, Village Centre grass	333.10
HMRC, PAYE & NI Month 1	103.87
Norfolk Pension Fund, April contribution	202.02

These were agreed and authorised

14) Planning

- a) [2025/1002 | Erection of two storey extension | Corner House Mill Lane Newton Flotman Norfolk NR14 8PZ](#) – delegated response to support the application
- b) To consider any planning applications that may be received after the publication of the agenda.  
None
- c) To note any planning decisions made  
[2025/0664 | Front porch, extension to the rear of the garage, rear single storey extension | 11 Sewells Close Newton Flotman Norfolk NR15 1PX](#) – Approval with conditions  
[2025/0145 | First floor kitchen extension onto existing flat roof, removal of existing bedroom dormer and replacement with rooflight and new rooflight to new dining room | The Old School Ipswich Road Newton Flotman Norfolk NR15 1PN](#) - Approval with conditions

- 15) To note the date of the Annual Parish Council Meeting 20<sup>th</sup> May 2025  
The meeting will be held at the Church Rooms

Meeting closed at 21:22