



Newton Flotman Parish Council Meeting Minutes

Tuesday 29 March, 7.30pm, Newton Flotman Village Hall

Present: David Gibbs (Chairman) Julie King (clerk)
Jeff Billings
Lesley Crump
Bruce Turnbull
Paul Weeks

Members of the public – Three

1. Apologies for Absence
None.
2. Declaration of Interest for Items on the Agenda and Dispensations
Paul Weeks and Jeff Billings declared an interest in item 7b, Paul is a trustee and Jeff is a member of the Village Centre Management Committee and Paul Weeks declared an interest in item 7d as he is a member of the Long Stratton Medical Partnership's Patient Participation Group.
3. Minutes of the Meeting held on 14 March 2022
These were agreed as a true record of proceedings with no amendments.
4. Public Participation
None.
5. Correspondence
None.
6. Councillor Updates
None.
7. Regular Items
 - a Highway Issues
The replacement bus stop sign and the light on the pedestrian refuge on the A140 were still being chased with Highways. In addition, a replacement bus timetable for the bus shelter and a bus stop sign for the stop on Brighton's Road were also being pursued.

- b Newton Flotman Village Centre and Alan King Playing Field
Paul Weeks reported that an application to the Mick George Community fund for the ditch issues had been submitted. A successful social club trial had taken place with over 30 people present and the Village Centre had hosted a film night.

- c Church Activities
A report had been provided and was read out.

Councillors had hosted another village café on 19 March. Whilst it had been an enjoyable morning, there had been no issues raised with councillors. It was agreed to host again from time to time.

- d Patient Participation Group
Nothing new to report.

- e Development
 - i. Village Cluster Consultation
An update was awaited.

- ii. Alan Avenue Application
The applicant was working on amendments and additional information that had been requested by planning, a re-consultation was expected soon.

8. Matters Arising

- a Flordon Road/A140 Junction Improvements
A meeting had been held with Adam Mayo, local highway engineer and Daniel Elmer, County Councillor. Adam shared documents relating the feasibility of schemes discussed in September 2019. He agreed to speak with the Projects Team to ascertain what involvement, if any, the Safety Team had had in the project and to find out if any additional traffic modelling had been carried out since September 2019. It had been agreed that the next step would be a further meeting, to include Martin Wilby, Cabinet Member for Highways, to discuss budgets and the likelihood of a scheme being financed.
- b Access to Smockmill Common and Land East of the A140
Nothing to report.
- c Road Safety on Flordon Road
Consideration was given to 'slow' markings either side of the bend, lines to indicate pinch points and lines and hatchings to indicate pedestrian areas. **It was agreed to request from Highways white lines where possible from the cottages at the Flordon end of Flordon Road to the junction with Dell Close and for 'slow' markings to be painted on the road either side of the bend.**

d Youth Club

The grant application to National Lottery, Awards for All had been successful and the £4,488 had been received. Consideration was given to the running of the youth club and the following were agreed:

The 'silver' package would be used and it was agreed to sign the Service Level Agreement with YMCA.

The youth club would run on a Wednesday starting on Wednesday 27 April.

The sessions would run from 6-8pm and would be for children aged 8-16 years inclusive.

Children from outside of Newton Flotman would be welcome but if there was a waiting list, those from Newton Flotman would have priority.

The youth club would be advertised in all the usual places including printing flyers up to the value of £10.

Consideration was given to providing a tuck shop, **it was agreed that if YMCA wanted to run this then they could.** Consideration would have to be given to funding the youth club in future years. Questions were asked regarding reporting from YMCA and payment methods and timings, answers to these would be obtained from YMCA.

e Skate Park/BMX Track

Consideration was given to a project to provide a skate park/BMX track on land at the Village Centre. **It was agreed to pursue the project, organising a meeting to ascertain interest, with the intention of forming a committee who could fundraise and apply for the necessary grants.**

f Email Newsletter

Mailchimp, the framework that would hold the database and send the emails had been set up and the clerk had received training on its use. Residents would be encouraged to sign up, there was a link from the parish council's website, a Facebook post had been sent and details would be included in Partnership.

g Tree Planting and Wildflower Areas, King's Green

The cutting contractor had undertaken the first cut, councillors asked that the width of the cut around the edge be reduced to 3m.

It was agreed to purchase a plaque for the 'Platinum Jubilee' tree up to a cost of £50. It was also agreed that signage would be put in place to inform residents of the intention of the cutting regime.

h Platinum Jubilee of Queen Elizabeth II

The events for the weekend were reviewed. **It was agreed that the parish council would be responsible for the beacon lighting event including a request for a road closure of Flordon Road from Short Street to Shorter Street from 9.30pm to 9.55pm.** Other events planned for that weekend were noted.

It was agreed to apply for a grant of £200 from South Norfolk Council.

- i Repair and Maintenance of the Play Equipment
The order had been placed and the contractor was waiting for delivery of the grass mats.
- j Ditches and Drainage
The contact at South Norfolk Council had retired and their replacement was yet to be appointed. Councillors remained concerned about drainage in the village but it was acknowledged that it was the landowners' responsibility to keep ditches and drainage clear and it was unclear what the parish council could do.
- k South Norfolk Council Meeting
Paul Weeks had attended a virtual meeting with officers at South Norfolk Council. They had spoken about the scheme they had launched allowing parish councils to apply for a loan ahead of receiving their CIL funding. There had also been discussion regarding the Levelling Up Agenda and the introduction of elected Mayors.

9. New Items

- a Council Objectives for the Coming Year
The following objectives were agreed to be achieved by the end of March 2023:
 - **Improvements in the road safety and introduce speed calming measures on Flordon Road**
 - **Establish a committee to undertake fund raising for a skatepark on the playing field of the Village Centre**
 - **Establish the YMCA youth club and have it running successfully with 20 children attending regularly**
 - **Fill the two councillor vacancies**
 - **Pursue with other agencies and landowners the proposal to provide access to Smockmill Common from Newton Flotman**
- b 'Newton Flotman' sign on the A140 Northbound
Consideration was given to replacing this sign and **it was agreed to obtain quotes and to submit a Parish Partnership application at the end of the year.**
- c Appointment of Clerk
The clerk's resignation was noted and consideration was given to the recruitment of a new clerk. **The adverts to be used were agreed and the David Gibbs, Paul Weeks and Lesley Crump would form the panel for shortlisting and interviewing.**

10. Periodic Items

a Annual Parish Meeting

A date of Tuesday 26 April had been set for the Annual Parish Meeting. It was agreed to start the meeting at 7.30pm with refreshments available from 7pm. Invitees including those who would be asked to present reports were agreed.

b Village Centre Representative

The village centre AGM had been held in March and Paul Weeks had been appointed as the parish council representative.

c Lone Worker Policy

This was reviewed and agreed.

d Co-option Policy

This was reviewed and agreed.

11. Finance

a Receipts and Payments since the last meeting

The following receipts since the last meeting were noted:

Big Lottery, Awards for All	Grant	£4,488.00
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The following payments since the last meeting were noted:

ICO	Registration	£35.00
Anglian Water	Allotment water	£26.00
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b Donation Request

None.

c Invoices for Payment

The following were approved for payment:

Julie King	Salary & Expenses (Feb & Mar)	£765.71
Norfolk Pension Fund	Pension Contribution	£252.84
HMRC	Tax & NI	£97.80
22CC Group Ltd	Jubilee Beacon	£588.00
Breakthrough Communications	Email Newsletter setup and training	£414.00
Norfolk Parish Training & Support	Training	£55.00
South Norfolk Council	Dog bin emptying	£892.80
Norfolk Association of Local Councils	Subscription	£264.18
Pam Moyes	Bus shelter cleaning (Feb & Mar)	£56.00

12. Planning

a Long Stratton Applications 2018/0111 & 2018/0112

Nothing new to report.

- b Review of Planning Meeting Decisions
Those applications, along with the recommendations made at planning meeting/s were noted:
2022/0197 New Cranes Farm
It had been agreed to support the application.
- c Planning Decisions taken by South Norfolk Council
2021/2697 Rear of Oakdene, Flordon Road Approved with conditions
2022/0023 Land at Brick Kiln Lane Refused
- d Planning Appeals and Enforcements
None.

13. Items for Next Agenda
Updates on projects.

14. Date of Next Meeting
Tuesday 31 May, 7.30pm (Annual Parish Meeting Tuesday 26 April 2022).

15. Exclusion of the Public
It was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the public due to the confidential nature of the item to be discussed.

16. Clerk's Appraisal and Contractual Hours
Paul Weeks and Jeff Billings had completed the Clerk's appraisal and had shared its contents with Councillors.

The meeting closed at 9.44pm.