



# Newton Flotman Parish Council Meeting Minutes

Tuesday 4 May 2021, 7.30pm  
(this meeting was held virtually using the GoToMeeting platform)

***These minutes are draft until approved at the next meeting.***

Present: David Gibbs (Chairman) Julie King (clerk)  
Bob Kelf  
Bob McKelvey  
Jeff Billings  
Paul Weeks  
Bruce Turnbull (from item 6)

Members of the public – Florence Ellis, District Councillor.

- 1 Election of Chairman  
**David Gibbs was elected unopposed;** he would sign the declaration of office before the next meeting.
- 2 Election of Vice Chairman  
**Bob Kelf was elected unopposed.**
- 3 Apologies for Absence  
None.
- 4 Declaration of Interest for Items on the Agenda and Dispensations  
Paul Weeks declared an interest in item 14b as he is a trustee of the Village Centre Management Committee and item 14d as he is a member of the Long Stratton Medical Partnership's Patient Participation Group.
- 5 Minutes of the Meeting held on 30 March 2021  
**These were agreed as a true record of proceedings with no amendments.**
- 6 Councillor Vacancies  
**It was agreed to co-opt Bruce Turnbull,** Bruce signed his 'Declaration of Acceptance of Office' and joined the meeting as a councillor.
- 7 Public Participation  
Florence Ellis spoke about the largely unspent grant that the parish council had received for an event to mark VE Day. South Norfolk Council would not be asking for the money back as long as it was spent on something of benefit for the community. Florence had asked, and been assured, that the agreement between South Norfolk Council and the

Signed .....

Date .....

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owners of Smockmill Common would be renewed. Finally, she said that she was trying to get hold of some litter pick equipment for a resident who had volunteered to do some clearing up in the village.

8 Financial Delegation Arrangements to the Clerk

**It was agreed that the following delegation 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.**

The previous delegation – to transfer money between the Council’s bank accounts, was no longer required as the Council only had one bank account.

9 Nominated Member to Inspect the Cash Book

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

10 Data Protection Committee

**It was agreed that the members of the Data Protection Committee would be Bob McKelvey, Bob Kelf and Paul Weeks.** Dates would be circulated for a meeting prior to the next full council meeting.

11 Correspondence

It was noted that repairs had been carried out to the car park at Blunderville Manor and part of St Mary’s Walk by Saffron Housing at the request of the Parish Council. The Parishioners who had raised the concerns were pleased with the work that had been undertaken.

12 Councillor Updates

None.

13 Matters Arising

None.

14 Regular Items

a Highway Issues

It was noted that the Parish Council had been successful in its application to Norfolk County Council for the 50% funding towards the repair of the SAM 2 machine. The Clerk would arrange for the repair to be carried out.

b Newton Flotman Village Centre and Alan King Playing Field

Paul Weeks reported that the Village Centre would be used on 6 May as a Polling Station, arrangements had been made for the necessary cleaning to allow Pre-school to return on the Friday. Concern was again expressed that the committee were not currently meeting.

- c Church Activities  
It was noted that Church services over Zoom continued along with eco-church held in the churchyard and 'allotment church' held on Saturday mornings at 10am at the allotments.
- d Patient Participation Group  
Paul Weeks said that there hadn't been a meeting of the group since the last Parish Council Meeting.

15 Matters Arising

- a Flordon Road/A140 Junction Improvements  
Concern was expressed regarding customer parking and delivery lorries at Seastar Superbikes, many of whom parked on the A140 and Flordon Road junction. **It was agreed to raise the issue with Highways.** It was also noted that the parking had increased on St Mary's Close since the introduction of double yellow lines on Flordon Road.
- b Access to Smockmill Common and Land East of the A140  
Helen Sibley, Community Assets Management Officer, had indicated that she was available for a meeting the following week and would bring along someone who could advise regarding the bridge. **It was agreed that Jeff Billings would accompany the Clerk.**
- c Bus Service to the Top of the Village  
Following the lifting of Covid-19 restrictions, this had been chased, a response was awaited.
- d Flooding of the River Tas  
A site meeting with the Environment Agency was being sought.
- e Parish Plan  
Consideration was given to undertaking a Parish Plan. A brief had been drafted and circulated and consideration was given to employing a UEA student to undertake the work required.

Consideration was given to the method of consultation. It was suggested that focus groups could be used to gain views and opinions followed by a consultation. It was expected that the total cost would be around £700 - £1,000.

**It was agreed to go ahead with the brief as circulated and to employ a UEA student at a cost of up to £750 with a three to two vote in favour and one abstention. It was agreed that Paul and Jeff would continue to coordinate and liaise with the UEA.**

16 Periodic Items

- a Membership of Norfolk Association of Local Councils  
**It was agreed to renew the membership at a cost of £256.49.**

- b Membership of Community Action Norfolk (CAN)  
**It was agreed to renew the membership at a cost of £20.**
- c Insurance Renewal  
Despite chasing, all quotes for the insurance renewal hadn't been received. **It was agreed to delegate the renewal of the insurance to the Clerk having consulted with councillors via email once the quotes had been received.**
- d Complaints Policy  
**The policy as circulated was adopted.**

17 Finance

- a Internal Auditor's Report  
This was received and reviewed, there were no issues to bring to the Council's attention. It was agreed to write a letter to Anne Barnes expressing the council's appreciation.
- b Accounts for Year Ending 31 March 2021  
These had been circulated and were agreed.
- c Certificate of Exemption  
It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could decide to exempt itself from External Audit. This was considered and **it was agreed to exempt from external audit and to authorise the Clerk and Chairman to sign the form.**
- d Annual Governance Statement  
**The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.**
- e Accounting Statement  
**The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.**
- f Requests for Donations  
None.
- g Receipts and Payments since the last meeting  
The following receipts since the last meeting were noted:
 

|                       |         |           |
|-----------------------|---------|-----------|
| South Norfolk Council | Precept | £6,149.00 |
|-----------------------|---------|-----------|

  
 The following payments since the last meeting were noted:
 

|                                 |                     |        |
|---------------------------------|---------------------|--------|
| Anglian Water                   | Allotment Water     | £20.00 |
| The CGM Group (East Anglia) Ltd | Grounds Maintenance | £11.36 |

h Invoices for Payment

The following were approved for payment:

|                          |                                  |         |
|--------------------------|----------------------------------|---------|
| J King                   | Salary & expenses (Apr & May)    | £443.74 |
| Norfolk Pension Fund     | Pension contribution             | £133.10 |
| Norfolk ALC              | Subscription                     | £256.49 |
| Community Action Norfolk | Subscription                     | £20.00  |
| Anne Barnes              | Internal Auditor                 | £66.00  |
| P Moyes                  | Bus shelter cleaning (Apr & May) | £56.00  |

18 Planning

a Bloy's Grove

No update.

b Long Stratton Applications 2018/0111 & 2018/0112

It was understood that the by-pass project was waiting for confirmation of Government funding, an application was expected shortly.

c Swainsthorpe – Ben Burgess Application 2018/2631

It was noted that Swainsthorpe Parish Council had won the Judicial Review against Norfolk County Council regarding their Highway comments. The applicant had until 9 June to submit further evidence before determination by South Norfolk Council

d Review of Planning Meeting Decisions

Those applications, along with the recommendations made at planning meeting/s were noted:

2021/0450 – The Long Barn, Flordon Road

It had been agreed to support the application.

e Planning Decisions taken by South Norfolk Council

None.

f Planning Appeals and Enforcements

Despite chasing, there had been no response from planning enforcement regarding the metal barns at New Cranes Farm.

19 Items for Next Agenda

Paul Weeks reported that Mark Taylor was due to investigate the drainage problems at the Village Centre, an update should be available for the next meeting.

20 Date of Next Meeting

Tuesday 20 July 2021, 7.30pm, venue to be confirmed.

The meeting closed at 9.09pm.