



# Newton Flotman Parish Council Meeting Minutes

25<sup>th</sup> March 2025, 7:30pm, Village Centre, Newton Flotman

Present: Paul Weeks (Chairman) Maria Hutson (Clerk)  
Drew Broad  
Lesley Crump  
Cate McNerney  
Karen Elliott

- 1) To consider accepting apologies for absence  
Apologies accepted from Bruce Turnbull and Martin Brooks which were accepted.
- 2) To receive declarations of interest on items on the agenda and consider any requests for dispensations  
Drew Broad 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 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 February  
**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  
District Councillor John Cook – spoke to the heritage officer at South Norfolk Council regarding a planning application which has now been amended and resubmitted. Work has begun on the A140 to lay cables to the Bloy's Grove Solar Farm and causing significant travel issues, he is discussing this with Highways.
- 6) To review any correspondence received (that is not already on the agenda) – **for information only**  
South Norfolk Community Awards 2025 - has been circulated
- 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**  
Paul Weeks and Drew Broad attended the Parish and Town Forum - no significant updates  
Paul Weeks attended a NPTS chairs networking meeting – an email of key points has been circulated to other Councillors.  
Paul Weeks and Drew Broad attended a presentation from South Norfolk Recycling team at the church cafe
- 8) Regular Items – to receive any updates and to agree any necessary action in relation to:
  - a) Highway issues  
None

- b) Newton Flotman Village Centre & Alan King Playing Field  
Improvements and general maintenance is continuing. The play area is due to inspected this month and expansion of the area is being considered.
- c) Church activities  
None
- d) Patient Participation Group  
Encouraging people to complete consultation regarding the walk-in centre.
- e) Neighbourhood Plan and note end of year funding report  
Consultation underway by South Norfolk Council. An independent examiner will examine the neighbourhood plan at the end of April appointed. There was a discussion on the revised action plan from South Norfolk Council. Clerk to contact Norfolk Wildlife trust regarding ghost ponds  
An end of grant report has been sent to Groundworks outlining the costs incurred for the period April 2024 to March 2025. There was an underspend of £3514.49 which will be returned to Groundworks
- 9) To receive an update on the Youth Club from YMCA Norfolk  
Cat Watling from YMCA Norfolk gave a presentation on the work of the group. Numbers are increasing and the young people are working with the youth workers to develop the activities that they undertake. The SLA for 25-26 was reviewed as part of this process and it was signed
- 10) To receive the 2024/25 asset list  
This was noted.
- 11) To discuss correspondence in relation to a proposed new town in South Norfolk  
It was agreed that the Parish Council are opposed to a new town in South Norfolk. A letter to be sent confirming this.
- 12) To discuss devolution proposals and formulate response to the consultation  
There was a discussion around the devolution and the local government organisation. The devolution consultation was completed online. Paul Weeks and Drew Broad will be attending the Town and Parish Council sumit on 2<sup>nd</sup> April where this will be discussed.
- 13) To receive an update on VE Day celebrations  
An update of events has been included in the April edition of Partnership.  
A grant for £160 has been secured from Norfolk Community Foundation. An application has been drafted to South Norfolk Council  
It was suggested that the youth club could be involved in the celebrations.
- 14) To review policies;  
a) Data Protection Policy and information audit  
b) Risk Management Policy  
c) Complaints procedure  
d) Internal control

It was agreed to accept the revised policies

15) Finance

- a) To note receipts and payments made since the last meeting

Norfolk Community Foundation, VE Day grant	160
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- b) To agree invoices for payment

Maria Hutson	March Salary and Expenses	657.00
HMRC	PAYE Month 12	43.00
Norfolk Pension Fund	March Pension Contribution	198.83
Pam Moyes	February and March bus shelter cleaning	66.50
Village Centre	PC meeting hire	39.00
Village Centre	Youth Club venue hire	175.50
Groundworks	Underspend of NHP grant	3514.49
NPTS	Subscription - to be paid April	310
February Norse	Grass cutting of playing field	399.72
Paul Weeks	Laminating pouches for NHP	7.99

16) Planning

- a) [2025/0664 | Front porch, extension to the rear of the garage, rear single storey extension | 11 Sewells Close Newton Flotman Norfolk NR15 1PX](#)  
Parish Council to support application

- b) [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](#) – amended  
Parish Council to accept the proposed amendments

- c) [2025/0712 | Garage conversion to annexe | Zazarac Church Road Newton Flotman Norfolk NR15 1QB](#)  
Parish Council to support application

- d) To consider any planning applications that may be received after the publication of the agenda.  
[2025/0851 | Rear extension to detached garage and part conversion to form bedroom | River Cottage Old Street Newton Flotman Norfolk NR15 1PD](#)  
Parish Council to support application

[2024/3786 | Variation of conditions 1 \(time period of permission\), 2 \(approved plans\), 7 and 8 \(site access\) of 2021/2495 | Land North And South Of Brick Kiln Lane Swainsthorpe Norfolk](#)  
Parish Council to support application

- e) To note any planning decisions made  
None

17) To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed

18) To consider the job description and contract for the Bus Shelter Cleaner  
It was agreed to accept the job description and contract.

19) To note the date of the next meeting Parish Council Meeting and Annual Parish meeting, 29<sup>th</sup> April 2025  
Closed at 21:53