



Newton Flotman Parish Council Meeting Minutes

Tuesday 26 May 2020

(this meeting was held virtually using the GoToMeeting platform)

Present: David Gibbs (Chairman) Julie King (clerk)
Bob Kelf (from item 8)
Bob McKelvey (from item 4)
Jeff Billings
Paul Weeks

Members of the public – none

- 1 Election of Chairman
David Gibbs was elected unopposed.
- 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 14c as he was the coordinator for the village's 75th Anniversary VE Day events.
- 5 Minutes of the Meeting held on 23 April 2020
These were agreed as a true record of proceedings with no amendments.
- 6 Councillor Vacancies
There had been no interest. It was agreed that the vacancies would be advertised on the village's Facebook feed.
- 7 Public Participation
None.
- 8 Financial Delegation Arrangements to the Clerk
It was agreed that the two arrangements already in place would continue:
 - To transfer money between the Council's bank accounts.
 - To incur expenditure, subject to a limit of £500 and consultation with the Chairman, in cases of extreme risk to the delivery of services.

SignedDate

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9 Nominated Member to Inspect Cash Book

It was agreed to nominate Jeff Billings to review the cash book, payments and receipts and bank reconciliation for the forthcoming year.

10 Correspondence

The correspondence would be circulated.

11 Councillor Updates

There had been problems with the sewage system at the bottom of Alan Avenue. In recent weeks it had been found to be blocked by wet wipes and then by a fatberg.

An uncollected bin in Dell Close had been reported to and subsequently collected by the district council.

12 Matters Arising

None.

13 Regular Items

a SAM 2 Device

The device was no longer working, **it was agreed that as soon as Westcotec could take in repairs the clerk would return it to them to get an estimate for the work.**

b Highway Issues

Concern had been raised regarding the lack of grass cutting on St Mary's Close, this had been reported to Saffron.

The Clerk had raised the issue of verges on School Road with Highways and had written to the owners of two properties on Alan Avenue regarding overhanging hedges.

It was noted that the sewer at the bottom of The Crescent had been repaired.

c Newton Flotman Village Centre and Alan King Playing Field

Paul Weeks reported that the last meeting had been 13 March. Consideration was now being given to whether any action could be taken regarding the drain at the top end of the football pitch.

The Clerk had attended the meeting on 13 March to discuss the respective roles of the Parish Council and Village Centre Trustees. She had explained that the Village Centre were responsible for managing the Village Centre and Playing Field and as such it should be them in future that had the grounds maintenance contract and arranged for any ditch work. The Parish Council may still be prepared to pay for the work should the Village Centre choose to make a request.

d Church Activities

It was noted that services were being conducted every Sunday via Zoom and that the mobile Post Office was continuing on a Tuesday afternoon from 2pm to 4pm.

Consideration was given as to whether the Parish Council should be paying for the use of the Church Room for meetings. **It was agreed that the Parish Council would pay in future.**

14 Matters Arising

a Flordon Road/A140 Junction Improvements

It was understood that the necessary consultation for double yellow lines on Flordon Road would commence as soon as Highway were able and the extension of the 30mph along Flordon Road to the A140 had been accepted. There had been little response regarding the Council's request for the speed on the A140 to be reduced to 30mph, **it was agreed to keep pressing for this reduction.**

b Access to Smockmill Common

The landowners had been written to and chase letters had been sent, there had been no response to date.

c 75th Anniversary of VE Day – 8-10 May 2020

i Review of activities

The organising committee had met and a review had been circulated. Activities had been curtailed due to Covid-19 restrictions. However, a Facebook group had been established to collate stories from the War and VE Day, pictures of those in costume and pictures of parties/residents, and bunting had been erected on King's Green. Generally the day had been very quiet, although some residents had decorated their homes with bunting.

ii Postponed Event

It was hoped that the planned celebrations could instead take place on VJ Day – 15 August. The organising committee would be meeting in June to make arrangements but it was anticipated that there would be an event at the Village Centre on Saturday 15 August followed by something in the Church on Sunday 16 August.

iii Alcohol Licence

The Village Centre had incurred the cost of an alcohol license (£21) for the cancelled event on 9 May. **It was agreed that the Parish Council would repay the Village Centre hoping that the cost could come out of the grant obtained from South Norfolk Council.**

15 New Items

a Signatories of the Bank Account

It was agreed that the bank signatories would be amended to David Gibbs, Bob McKelvey and Paul Weeks.

- b Overhanging Trees on the North West Side of Grove Way
Concern had been expressed regarding these trees that had the potential to interfere with the telephone cables. **It was agreed to initially raise this with BT Openreach and failing that with the owner's Nephew.**
- c Pavement Obstruction – Alan Avenue
Concern had been raised regarding a grit bin on the path on Alan Avenue and the parking of cars on the pavement. The grit bin had been moved from the position previously agreed with Highways and **it was agreed that Bob Kelf would move the bin back.** It was noted that households on Alan Avenue had more vehicles than parking places and therefore it was felt that little could be done with regards to parking on the pavements.

16 Periodic Items

- a Risk Assessments and Business Continuity Plan
These had been circulated, were reviewed **and approved.**
- b Internal Control and Internal Auditor
The system of Internal Control, as laid out in the Internal Control Policy, was reviewed and was deemed to be effective. **It was agreed to approve with no amendments.**

It was agreed to reappoint Anne Barnes to carry out the Internal Audit.
- c Membership of Norfolk Association of Local Councils
It was agreed to renew the membership at a cost of £256.49.
- d Membership of Community Action Norfolk (CAN)
It was agreed to renew the membership at a cost of £20.
- e 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.
- f Insurance Renewal
The renewal for year three of a three year long-term agreement with Came and Company had been received. **It was agreed to renew with no changes at a cost of £406.46.**

17 Finance

- a Internal Auditor's Report
This was received and reviewed, there were no issues to bring to the Council's attention.
- b Accounts for Year Ending 31 March 2020
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. It was noted that the Council had not reviewed the effectiveness of the system of Internal Control or reviewed the Council's risk assessments during the year as these were to have been done at the March meeting which had been cancelled due to the Covid-19 pandemic. Both had been completed at the current meeting. **The Chairman and Clerk were authorised to sign the form**

e Accounting Statement

The Council considered and **agreed the Accounting Statement and authorised the Chairman to sign on their behalf.**

f Direct Debit for CGM

It was agreed to set up a direct debit for the payment of invoices for CGM grounds maintenance. The clerk would investigate the possibility of more of the council's banking being done electronically.

g Requests for Donations

It was agreed to give £30 to EACH and £20 each to Priscilla Bacon and Marie Curie.

h Receipts and Payments since the last meeting

The following receipts since the last meeting were noted:

South Norfolk Council	VE Day grant	£200.00
South Norfolk Council	Precept	£6,230.66
HMRC	VAT refund	£687.89

The following payments since the last meeting were noted:

Information Commissioner	Registration	£35.00
Anglian Water	Allotment Water	£12.00
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Julie King	Salary and expenses (Feb & Mar)	£432.28
Norfolk Pension Fund	Pension contribution	£125.12
A Pownall	Allotment association subscription	£66.00
P Moyes	Bus shelter cleaning (Feb & Mar)	£50.00
The CGM Group	Grounds maintenance	£518.40

i Invoices for Payment

The following were approved and paid:

J King	Salary & expenses (Apr & May)	£453.28
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Norfolk Pension Fund	Pension contribution	£127.36
The CGM Group	Grounds maintenance	£351.81
Anne Barnes	Audit	£66.00
Came & Company	Insurance	£406.46
P Moyes	Bus shelter cleaning (Apr & May)	£50.00
Community Action Norfolk	Subscription	£20.00
Norfolk ALC	Subscription	£256.49
EACH	Donation	£30.00
Priscilla Bacon	Donation	£20.00
Marie Curie	Donation	£20.00

18 Planning

a Review of Planning Meeting Decisions

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

2020/0386 –The Poplars, Flordon Road

It was agreed to support the application

2020/0691 – 22 St Mary's Close

It was agreed to support the application with concern regarding parking.

b Planning Decisions taken by South Norfolk Council

2019/2565	Carmel House, Flordon Road	Approval with conditions
2019/2529	111 Alan Avenue	Approval with conditions
2019/1551	Land at Brick Kiln Lane	Approval with conditions
2020/0386	The Poplars, Flordon Road	Approval with conditions
2020/0412	The Long Barn, Flordon Road	Approval of details – approved

c Planning Appeals and Enforcements

None.

19 Items for Next Agenda

- Report on the plans for VJ Day.
- Consideration of electronic banking.

20 Date of Next Meeting

Tuesday 14 July 2020, 7.30pm.

21 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.

22 Clerk's Appraisal and Pay

David Gibbs and Bob Kelf had completed the Clerk's appraisal and shared its contents with Councillors.

The meeting closed at 9.18pm.