

**Minutes of the Meeting of Potter Heigham Parish Council held on
Wednesday 17th March 2021 at 7.30pm on Zoom**

Present: Paul Rice (Chairman)
Andrew Butler
Stan Chapman
Robin Graves-Morris
Jane Harrison
Robert Lovick
Harry May
Bev Standen
Sheridan Turner

Catherine Moore, Parish Clerk

Also present: County Councillor Richard Price, District Councillor Harry Blathwayt and 5 members of the public.

Prior to the meeting starting, the Chairman introduced the new Parish Clerk, Catherine Moore.

1. Apologies for Absence

There were no apologies for absence.

2. Public Forum

a) Public

A member of the public reported that he has attended the Norfolk Water Strategy Group, which was a partnership of agencies set up to look at water infrastructure and resilience around homes, farming etc. An email briefing would be circulated to councillors.

b) County Councillor

Richard Price reported that the number of Covid cases had gone up over the last week and there was a long way to go as yet. The 36 organisations with responsibility for flood risk in Norfolk had formed the Norfolk Flood Strategic Alliance, to bring partners together to discuss flood management issues. Norfolk County Council had contributed £1.5M into a flood reserve.

District Councillor

Harry Blathwayt reported that North Norfolk District Council had not increased its share of the precept for 2021/22. Members allowances had also been frozen. Council tax bills had increased due to other authorities raising their precepts.

There was confusion over conflicting advice regarding day boat hire rules, this had been escalated to the Cabinet Office for determination. It was understood that day boat hire was permitted provided there was no canopy, and the hirer was from the local area.

North Norfolk had developed an Environmental Charter which would be at the heart of all decision making processes including planning. The impact of flooding would be of interest.

Councillors noted that there had been complaints about a property in Church Road which was untidy and potentially had environmental health issues. It was confirmed that officers were aware of this and had visited, and that there were no signs of infestation. It was suggested that a fire service assessment visit could be scheduled. Neighbours did not wish to raise formal complaints about this.

A question was raised regarding whether the Village Hall opening for elections could affect the closed business Covid grants. It was confirmed that this was not expected to be the case. Harry Blathwayt agreed to check the date that Village Halls could reopen.

ACTION: HB

He confirmed that elections officers were expected to take full responsibility for cleaning and management of the premises while open for elections, although he was waiting for a formal reply from the Returning Officer.

A councillor noted that he had reported a bonfire at night as the materials being burned were not permitted.

A councillor noted that the chimney out of a conservatory in Vicarage Close had been smelling strange and affecting neighbouring properties (Paul Rice declared an interest as a neighbour). Copies of the church covenants were available, which contained clauses regarding this. Harry Blathwayt confirmed that he had sent this to planning enforcement and that the problem was down draught. The fire was burning solid wood bricks, however this was an unsatisfactory situation.

Outside Bodies and Village Organisations

- i. **Police Report** – Bev Standen presented his report which had been circulated prior to the meeting.
 - ii. **SAM2 Report** – Bev Standen reported that the SAM2 was in Potter Heigham this month and would be deployed in various locations. Excess speeds of up to 45mph had been recorded in Station Road, and 50mph in Bridge Road.
 - iii. **Village Hall Management Committee** – Robin Graves-Morris reported that the solar panels had been installed. A Produce Fayre was planned for 14th August, and raffle prize donations would be appreciated. North Norfolk had been asked for a copy of the Premises Licence application which had been lost during recent works. This was needed to confirm the capacity limits for fire safety. Paul Rice confirmed that he had some paperwork relating to the village hall that he could pass on. A tree had come down on the playing field, this had highlighted the risk of the height of the trees. An inspection would be required, and Adam Varley agreed to approach the NNDC Tree Officer to take a look.
- The subject of the recycling credits being passed to the village hall was raised. There was a query as to whether the recycling bank at Falgate Inn was also claimed for credits. The Clerk was asked to look into this and for this to be raised at the next meeting.
- It was noted that there was a 42 day removal notice on the BT phone box.

ACTION: AV

ACTION: Clerk

3. Declaration of Interest for items on the agenda

Paul Rice declared an interest in matters relating to the Broads Authority.

4. Minutes of the meeting held on 17th February 2021

The minutes of the meeting were considered and the following amendments made:-

- Page 1 The date of the meeting was Wednesday 17th February 2021
- Page 3 Item 12 Bullet 8 – amend to ‘Upper ~~Staithe~~ Thurne Working Group’
- Page 3 Item 13 Bullet 2 – ‘Scrutiny Committee will **not** advocate for full increase’

With these amendments the minutes were **agreed** and would be signed by the Chairman.

5. Matters Arising from the Minutes

- a) Letter to Lorne Green, Police and Crime Commissioner
This would be taken forward by Paul Rice.

ACTION: PR

b) Dog and Salt Bins

Paul Rice reported that Norfolk County Council did not replace damaged grit bins although they did replenish the salt. NCC had confirmed that a third salt bin on Station Road was not viable, so permission had not been given for the corner of St Nicholas Way. Volunteers would be required to carry salt from the other bins. It was noted that dog waste bins were the remit of North Norfolk District Council, so this would be handed to Harry Blathwayt.

County Councillor Richard Price offered to fund the St Nicholas Way grit bin from his members budget, and Paul Rice agreed to send the information to Cllr Price.

ACTION: PR

Harry May reported that the staithe roadway and quay headings had not been cleaned.

c) Flooding Issues

Paul Rice reported that he continued to monitor the flood situation. A meeting had taken place which showed that the pump was working even when the dyke was empty, this would be reported back to the relevant authorities but would need pursuing. There was concerns that a further breach would result in a loss of buildings. It was noted that permissions from relevant authorities, including the owner of the boat yard, were required. This would be taken forward as an urgent matter.

ACTION: PR

Jane Harrison reported problems of flooding along the Weavers Way and asked whether this had ever been dug out. It was confirmed that the Broads Authority had been responsible for maintenance, although Norfolk Wildlife Trust may also have some responsibility. This was along Footpath 48 20, Paul Rice to take forward.

ACTION: PR

6. Co-option of Parish Councillor

Claire Peat had made an application to become a Parish Councillor and was invited to give some background about herself. Following a short introduction, Claire was removed to the waiting room. It was **agreed** to co-opt Claire Peat to the Parish Council, proposed by Stan Chapman, seconded by Sheridan Turner, all in favour. Claire returned to the meeting, signed her declaration of acceptance of office which was held up to the screen, and took her seat as a councillor for the remainder of the meeting.

It was suggested that Claire may be interested in rekindling the Good Neighbour scheme in the parish, and offers of assistance with this scheme were made by Councillors. The Potter Heigham Trust Fund could possibly offer seed funding for this.

7. Finance

a) Financial Update

The financial update was not available as the financial paperwork had not been passed across to the Clerk yet. It was noted that the former Clerk was completing the year end procedures. A query was raised as to whether Westcotec had been paid, this could not be confirmed as the paperwork was not available.

b) Payments

It was **agreed** to pay the following:-

C Moore	Village Website Hosting & Domain	£115.20
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8. Correspondence

- a) General Correspondence
None.

9. Planning

The Chairman noted that a planning submission for the Old Bridge Hotel application in Repps had been submitted but was not yet showing on the Broads Authority website.

Concerns were raised regarding the roofing materials at Tavern Close, and the garage being constructed in Glebe Close. These could be permitted development, and Paul Rice agreed to investigate.

ACTION: PR

A building was potentially being constructed at Glebe Farm, and concern was expressed regarding the solar array that had been installed. Harry Blathwayt agreed to raise this with Planning Enforcement.

ACTION: HB

10. Reports from Parish Council Leads

- a) Allotments

The Clerk had received the allotment paperwork and would pass this to Paul Rice and Andrew Butler. There appeared to be no vacancies, however this would be checked and the site inspected. It was **agreed** that a flyer for the Produce Fayre would be circulated with the allotment invoices, which would be supplied by Jane Harrison.

ACTION: JH / Clerk

It was noted that the last allotment water bill was higher than normal, the Clerk would look at this once the paperwork was received, as there may be a leak.

ACTION: Clerk

- b) Drainage

It was noted that some drains were very full and had been reported three times, with the areas flooding badly. This was particularly at the old school corner, and in Marsh Road. Gullies also needed clearing. Richard Price was asked to take this up with Norfolk County Council.

ACTION: RP

- c) Environment

It was reported that some tyres had been dumped on the side of the road near the junction of Market Road / A149 towards Fritton Road. The Clerk was asked to report this to North Norfolk District Council.

ACTION: Clerk

- d) PRoW Footpaths / Highways

It was noted that although Highways reports were made, almost always within a few minutes a response stating that action had or would not be taken was received, when it was not possible for the matter to have been looked at. It was agreed that the report numbers would be forwarded to Richard Price to investigate with the relevant officers.

ACTION: Clerk

- e) Staithe

It was noted that there were problems with cleanliness at the Staithe, with the quay heading being slippery. It was felt that duck feeding would be more appropriate on the grass areas, and that anti-bird bins would help alleviate problems with chip papers.

The planters at the staithe would need planting up, and Harry May noted that he had kindly donated £200 of plants. The Clerk was asked to find out what the budget was for the Staithe in 2021/22.

ACTION: Clerk

11. Other Matters

f) Standing Orders and Financial Regulations

The draft Standing Orders and Financial Regulations were presented, noting that these had been scrutinised line by line by Sheridan Turner and the Clerk. It was felt that councillors needed more time to read and understand the documents, and it was suggested that a summary would have been helpful. The Clerk was asked to bring the legal items out in a different colour within the document, although it was noted that this was already denoted in bold. It was suggested that a meeting could be set up to brief councillors on the documents. **ACTION: Clerk**

g) Village Website Advertising and Administration

It was reported that both websites had gone live, with the parish council website linked to but not part of the village website. The Working Group was selling advertising, with two adverts paid and three pending. This would pay for the cost of the licence and domain for both websites. The ongoing administration of the village website was being discussed by the Working Group, and the parish council site had been handed over to the Clerk to administrate.

h) Annual Parish Meeting

It was **agreed** that the Annual Parish Meeting would take place on Wednesday 21st April 2021 at 7pm, followed by the Parish Council meeting. This would be a short meeting, written reports would be requested, these would be circulated with the agenda and taken as read, with an opportunity to ask questions. **ACTION: Clerk**

12. Items for the Next Agenda

The following items were requested for the next agenda:-

ACTION: Clerk

- Recycling Credits reverting to the Village Hall (Stan Chapman)
- Moving meeting start times to 7pm (Robert Lovick)
- Feedback on response from Highways regarding reports (Bev Standen)

13. Dates of Next Meeting

The next meeting would take place on Wednesday 21st April 2021, 7pm for the Annual Parish Meeting followed by the Parish Council meeting.

The meeting closed at 9.40pm.

CHAIRMAN