

**Minutes of the Meeting of Potter Heigham Parish Council held on
Wednesday 21st April 2021 at 7.30pm on Zoom**

Present: Paul Rice (Chairman)
Tom Bradford
Stan Chapman
Robin Graves-Morris
Robert Lovick
Harry May
Claire Peat
Bev Standen
Sheridan Turner

Catherine Moore, Parish Clerk

Also present: District Councillor Harry Blathwayt and 5 members of the public.

1. Apologies for Absence

Apologies were received from Jane Harrison and Andrew Butler.

2. Draft Standing Orders and Financial Regulations

The draft Standing Orders and Financial Regulations were **agreed** as presented, proposed by Sheridan Turner, seconded by Robin Graves-Morris, 8 in favour with 1 abstention.

3. Public Forum

a) Public

A member of the public reported that Mill Road needed repair work undertaken, and appeared to be adopted highway. Works in gardens had been undertaken up to the Highway boundary but this now needed to be carried out on the footway.

b) County Councillor

Not present.

District Councillor

Harry Blathwayt reported that there had been a number of cases of flytipping between the chalets, although this was mostly on the Repps side of the river. Some was large items, and this was not near a road. Harry asked to be alerted if there were further cases on the Potter Heigham side.

It was noted that there were 2.5FTE in the Planning Enforcement team which had been adequate, but there had been a surge in reports and issues recently. Harry gave assurances that planning rules would always be upheld.

Councillors noted that the lack of action regarding flytipping made the Parish Council look ineffective, and that a point in case was the tyres on the side of the road at the Fritton Road junction with the A149, which were still there. In response, Harry noted that in many cases it was up to the landowner to clear, however he would look into this. The Clerk noted that the tyres on the highway verge had been reported after the last meeting.

Councillors noted that commercial solar panels had been put up without consent at a local property, Harry confirmed that Planning were aware of this and would be inspecting.

Outside Bodies and Village Organisations

- i. **Police Report** – The police report had been circulated. It was noted that a pedestrian had been knocked over in Bridge Road today.
- ii. **SAM2 Report** – it was reported that the speed monitoring team would be working in Potter Heigham over the next few months, and this week one ticket and two cautions had been given out. Bev Standen was thanked for the work he had done with the SAM2 device, it was noted that there were still speeding problems on Bridge Road and that the volume and speed of traffic there was high for a C road.

4. Declaration of Interest for items on the agenda

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

5. Minutes of the meeting held on 17th March 2021

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

- Page 1 Change Footpath 18 to Footpath 20

With this amendment the minutes were **agreed** and would be signed by the Chairman.

6. Matters Arising from the Minutes

It was noted that the trees at the village hall were being investigated, with options for removal, reduction or addition of another row being considered. Topping would cost £2,000, and quote was expected for the removal. The trees had been inspected, and there was a 1 in 100,000 chance of a tree falling on a person. An application would be made to the Norfolk County Council '1 Million Trees' scheme for new planting, and young people would be engaged with the project. A suggestion had been made that trees 'in memory of' could be planted.

a) Clerk's Report

The Clerk's report was presented and it was noted that the latest recycling credit application had now been received from the previous Clerk. There were no questions on the report.

b) Letter to Lorne Green, Police and Crime Commissioner

Paul Rice noted that he had received an acknowledgement however there would be a new Police and Crime Commissioner in a fortnight so the letter would be forwarded to them.

ACTION: PR

c) Dog and Salt Bins

Paul Rice reported that County Councillor Richard Price had kindly agreed to fund a new grit bin in Station Road which could be sited on the concrete pad when the phone box was removed. The Parish Council would fund the new dog bin.

d) Flooding Issues

Paul Rice reported that there had been numerous flooding issues recently and that the situation was being monitored.

e) Feedback on response from Highways to defect reporting

Bev Standen reported that he had been informed that where a defect was reported in the same location as another that had recently been repaired, the system would

automatically mark it as completed. This was a software issue that was being looked at.

7. Finance

a) Financial Update

The Clerk presented the year end financial update to 31st March 2021 which was noted.

b) Appointment of Internal Auditor

It was **agreed** to appoint Kerrie Wilton as internal auditor, proposed by Stan Chapman, seconded by Bev Standen, all in favour.

c) Revised Budget 2021/22 and Reserves

The Clerk presented the revised budget for 2021/22, noting that the minutes had not reported the setting of the budget and precept at the relevant time. The revised budget reflected all budget lines and income streams. It was **agreed** to accept the revised budget, proposed by Stan Chapman, seconded by Sheridan Turner, 8 in favour with 1 abstention. The precept had previously been set at £15,000 which was a 6.61% increase, with Band D at £36.11 per household.

The Clerk noted that the Council should note what it's General Reserve level would be maintained at, and for a council with under £25K expenditure this should be at 12 months net revenue expenditure. It was **agreed** to set the General Reserve at £15,000, proposed by Stan Chapman, seconded by Robin Graves-Morris, all in favour.

It was confirmed that the Cambridge and Counties deposit account was a 95 day access account.

d) Review Asset Register and Insurance Schedule

The asset register was noted with no amendments. The Clerk noted that the insurance would need to be renewed at the next meeting as it expired on 1st June, however she was currently trying to establish that the insurers were happy with the insurable relationship between the Parish Council and the Village Hall Management Committee. She would discuss this further with Stan and Robin before the next meeting.

ACTION: Clerk

e) Payments

It was **agreed** to pay the following, proposed by Stan Chapman, seconded by Tom Bradford, all in favour:-

C Moore	Salary & Expenses – March 2021	£565.26
HMRC	PAYE – March 2021	£100.21
Westcotec	SAM2 Posts and Brackets	£667.20
Norfolk PTS	Subscription 2021/22	£140.00
Norfolk ALC	Subscription 2021/22	£216.04
CPRE	Subscription 2021/22	£36.00
Norfolk County Council	Allotment Half Yearly Rent	£450.00

Stan Chapman proposed that the Clerk should have third party access to the Barclays bank accounts, seconded by Paul Rice, all in favour.

ACTION: SC

8. Correspondence

a) Feedback on North Norfolk Planning Department

Cley Parish Council had requested feedback on other parish councils experiences with the NNDC planning department. In response Councillors noted that the planning

portal website seemed to have been resolved and new software had been put in place, but that the short staffed enforcement team was noticeable. The Clerk was asked to give this feedback to Cley Parish Council.

ACTION: Clerk

b) Removal of Pay Phones

It was noted that BT planned to remove the pay phones at Station Road and at the staithe. It was **agreed** not to object to the removal of the Station Road kiosk, but to request the retention of the staithe kiosk as this provided a vital 999 service close to a busy area of water.

ACTION: Clerk

c) General Correspondence

None.

9. Planning

a) New Applications

- i. BA/2021/0101/HOUSEH Jokers Wild, 86 North East River Bank: One metre wide extension to three bedrooms on east elevation.

No comments.

ACTION: Clerk

- ii. PF/21/0858 Edgefield Cottage, Decoy Road: Single storey side extension and detached two bay garage.

No comments.

ACTION: Clerk

b) Decisions

None

10. Reports from Parish Council Leads

a) Allotments

Paul Rice reported that the track had been sorted out and was holding up well. There had been a request to extend the water tap system to the other side of the site, it was **agreed** to look into the viability of this, noting that hoses were not permitted for health and safety reasons, proposed by Harry May, seconded by Paul Rice, all in favour.

ACTION: PR

The Clerk had investigated the water bills and it appeared that there was a leak which would be reported to Anglian Water.

ACTION: Clerk

It was noted that there were a couple of allotments which looked overgrown and untended. It was confirmed that there was a waiting list for allotments, and that once rents had been chased and it was clear who had not paid, they would be served notice and the plots offered to the waiting list. If the untidy plots were paid for, they would be asked to tidy up or relinquish their plots.

ACTION: Clerk / PR

b) Drainage

It was noted that there were a lot of blocked drains in the village which were being cleared by residents by hand. These were causing flooding issues, causing pedestrians to mix badly with vehicles. Concern was also expressed about the tarring and chipping that would be done shortly in Chapel Lane. In response, Paul Rice reported that he had met with the Highways engineer and a large amount of remedial work had been identified, including potholes, blocked or collapsed drains, subsidence, kerbing, road markings and many other matters. These had been scheduled for action in the coming months. The issue of the mud on Reynolds Lane was being addressed between the landowner and the senior Highways Engineer. If this was not dealt with, the landowner would be billed for works undertaken by Norfolk County Council.

c) Environment

It was noted that there were a lot of dead or dying trees and hedgerows around the village, these needed maintaining or reinstating to help prevent dust storms. Concern was also raised regarding mud on roads from large machinery, with the suggestion that interlinking of fields should be used and farm gateways blocked up. In response, it was noted that many adjoining fields were not farmed by the same person, and some farmers did use the interlinking accesses where possible. Landowners could be encouraged to apply to the 'Million Trees' scheme with Norfolk County Council, however the Council could not intervene on private land. The number of dead fish at the Staithe was raised. It was confirmed that there had been a salt water surge which was not picked up by the Environment Agency in time, so the fish barrier was not deployed. The salt surge went a long way further up the river, and the Environment Agency had been asked to investigate what went wrong. The dead fish needed to be removed, Paul Rice would liaise on this. **ACTION: PR** A suggestion was made that reed beds should be put in along the river. It was noted that trees couldn't be planted along the banks as it impacted on sailing, however there was an active policy to replace hard piling with reed beds, but this was some years away.

d) Footpaths / Highways

There had been a recent report of serious injury from a fall on an uneven footpath which had now been repaired. It was noted that Footpath 20 had now been cut and was fairly level.

e) Staithe

There had been an upturn in the number of visitors to the staithe as lockdown restrictions were eased.

11. Other Matters

a) Governance Review Task and Finish Group

The Clerk presented a suggestion for a task and finish group to look at updating the existing governance documents and introducing new ones, following on from the success of the meeting to review the standing orders and financial regulations. There was no interest in setting this up so it was not agreed.

b) Village Website Advertising and Administration

Sheridan Turner reported that there had been two more adverts paid for, with another two interested. The team was actively advertising the website space, and the fees for hosting should be covered.

c) Recycling Credits

A suggestion had been made that the Village Hall could take on the recycling credits from the Parish Council, however as this would create a budget deficit of £900 this would be brought forward when the 2022/23 budget was discussed. **ACTION: SC**

d) Open Notice Board

A suggestion was made that a notice board could be installed at the Staithe to advertise local events and services. Although there was initial enthusiasm for this, it was pointed out that the staithe bylaws did not permit advertising in any part of that area, so this was not agreed.

e) Dog Bins near old bridge

A suggestion was made that a dog bin should be installed near the bridge at the staithe. It was noted that this would have to be paid for by the Parish Council with a licence from Norfolk County Council and the Broads Authority, and could be considered for the 2022/23 precept. It was noted that bagged dog waste could be placed in the public litter bins.

The Chairman, Paul Rice, briefly left the meeting and the next item was chaired by Robert Lovick, Vice Chairman

f) Councillor Business Cards

A suggestion had been made that councillors should have official cards to give when they visited on official business. It was **agreed** to look at generic cards where councillors could write their name and contact details in, and that Sheridan Turner would bring designs and prices to the next meeting. **ACTION: ST**

g) Meeting Start Times

A suggestion was made that meetings could begin at 7pm. It was noted that some councillors worked until 7pm especially in the summer months. The start time of 7pm was proposed by Robert Lovick, with no seconder, therefore the motion fell.

Paul Rice returned to chairing the meeting.

h) Whole Council Training

It was noted that there had been a number of new councillors join over the last year, and that it may be more cost effective to hold whole council training rather than send councillors individually on courses. These training would be a useful refresher for councillors of longer standing. It was **agreed** to look into whole council training, proposed by Paul Rice, seconded by Sheridan Turner, all in favour. It was preferred that the training would be at the village hall, and the Clerk was asked to get prices and look at dates which would suit the majority. **ACTION: Clerk**

12. Items for the Next Agenda

None.

13. Dates of Next Meeting

With the expiry of the virtual meeting legislation on 6th May and the ability to only meet as a group of six indoors at the next scheduled meeting on 19th May, it was **agreed** to move the next meeting to Wednesday 5th May 2021 8pm on Zoom, proposed by Paul Rice, seconded by Claire Peat, all in favour.

The meeting closed at 9.10pm.

CHAIRMAN