

**Minutes of the Meeting of Potter Heigham Parish Council held on
Wednesday 5th May 2021 at 8pm 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

1. Election of Chairman

Paul Rice was elected as Chairman, proposed by Harry May, seconded by Tom Bradford, all in favour. The Declaration of Acceptance of Office was signed.

2. Election of Vice Chairman

Robert Lovick was elected as Vice Chairman, proposed by Paul Rice, seconded by Harry May, all in favour.

3. Apologies for Absence

Apologies were received from Andrew Butler.

4. Public Forum

a) Public

An email had been received from a resident asking questions regarding Mill Road. This would be discussed later in the agenda. Stan Chapman noted that he had copies of the Land Registry deeds and had a key to the padlock, residents would contact him for maintenance works.

Claire Peat noted that the resurfacing at Chapel Lane was poor quality, with soil and grass not removed from the middle of the road causing the surface to peel back. The chippings had been swept away.

It was noted that the Election of Officers should have been on the May agenda. The Clerk apologised for this oversight, having thought that councillors were allocated their duties after elections, and would put this onto the June agenda. **ACTION: Clerk**

b) County Councillor

Not present.

District Councillor

Harry Blathwayt reported that the salt incursion had been caused by the Broads being part of an estuary, and noted it was thought that the new river crossing would inhibit salt water surges.

At the last NNDC meeting a motion had been passed asking government to look at measures to tackle domestic abuse.

It was noted that there was a link on the NNDC website to apply for trees as part of a planting initiative. These could be planted along roadsides, with the landowners permission.

Outside Bodies and Village Organisations

- i. **Police Report** – Bev Standen reported that tickets and cautions had been issued to speeding motorists on Bridge Road.

5. Declaration of Interest for items on the agenda

Paul Rice declared an interest in matters relating to allotments.

6. Minutes of the meeting held on 21st April 2021

The minutes of the meeting were considered. It was noted that the audit fee was higher than the figure suggested at the last meeting (£60 - £75). The Clerk noted that she had estimated this based on experience with other councils, however the hours taken to complete the report, which raised a lot of matters, had been far in excess of those actually billed. The minutes were **agreed** and would be signed by the Chairman.

7. Matters Arising from the Minutes

a) Clerk's Report

The Clerk's report was noted.

b) Dog and Salt Bins

Paul Rice reported that there had been no progress on the licence for the dog bin.

c) Water Leak at Allotments

Paul Rice reported that the bill for water at the allotments was much higher than it should have been. Anglian Water had visited and tested, confirming that there were no leaks. It was possible that allotment tenants were taking more than their fair share, or that someone was coming to the site and filling a water bowser.

It was **agreed** to write to all tenants to remind them that water must be used fairly, and hosepipes were not permitted, otherwise the cost of water will be passed on through the annual invoices.

ACTION: Clerk

It was **agreed** to put a chain and combination padlock on the taps, issuing tenants with the combination number, together with a sign asking tenants to use water sparingly. The combination number would be issued to tenants in the same letter.

ACTION: PR

d) Village Hall Insurance

The Clerk reported that discussions had taken place with Zurich who had concurred that there was no insurable relationship between the Parish Council and the Village Hall and that everything except the building should be separated out onto the Trustees insurance. The Clerk thanked Stan Chapman for his work in liaising with Zurich on this matter. It was **agreed** that the insurance cover cost for the building (£471.24) would be called off of the budgeted donation to the Village Hall, proposed by Paul Rice, seconded by Tom Bradford, all in favour.

It was felt that the responsibility for the play equipment should be passed to the Parish Council, it was **agreed** that this would be discussed at budget setting as the impact of the cost of insurance, maintenance and inspections would need to be factored in. Any changes could be implemented from the June 2022 renewal.

ACTION: Clerk

The situation with the trees on the playing field also needed to be considered.

8. Finance

a) Financial Update

The Clerk presented the financial update to 30th April 2021 which was noted.

b) Review of Internal Controls

The internal controls document was reviewed and **agreed**, proposed by Paul Rice, seconded by Stan Chapman, all in favour.

c) Internal Audit Report and Action Plan

The Clerk presented the internal audit report and action plan. It was **agreed** that a working group would be set up to review the findings of the audit and recommend to Council any action to be taken, proposed by Sheridan Turner, seconded by Bev Standen, all in favour. The following councillors were nominated: Sheridan Turner, Stan Chapman, Bev Standen and Robert Lovick.

ACTION: Clerk

d) Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were shared on screen and **agreed**, proposed by Sheridan Turner, seconded by Stan Chapman, all in favour. It was **agreed** that the Council would declare itself exempt from external audit.

ACTION: Clerk

e) Payments

It was **agreed** to pay the following, proposed by Stan Chapman, seconded by Robin Graves-Morris, all in favour:-

C Moore	Salary & Expenses – April 2021	£401.94
HMRC	PAYE – April 2021	£94.60
Zurich Town and Parish	Insurance	£883.17
K Wilton	Internal Audit	£125.00

9. Correspondence

a) Memorial Plaque on a Bench

The Clerk reported that a request had been received to place a memorial plaque on a bench at the Staithe. It was confirmed that the benches belonged to the Broads Authority, and that the enquiry should be passed to them. Another enquiry had been received recently, directly to Harry May, who would supply the details of the officer who deals with this.

ACTION: HM / Clerk

b) General Correspondence

None.

10. Planning

a) New Applications

None

b) Decisions

None

It was suggested that a link could be included in the Gazette and website directing people to the Planning Portal for information about planning matters. **ACTION: Clerk**

11. Reports from Parish Council Leads

a) Allotments

Paul Rice reported that he was making enquiries for quotations for extending the water pipe at the allotments.

ACTION: PR

b) Drainage

There was currently a flood alert in place and the barrier was raised in case of a salt surge.

c) Environment

The tyres at the junction of A149 / Fritton Road had not yet been cleared up. Paul Rice to chase Harry Blathwayt.

ACTION: PR

It was noted that there was another tyre dumped outside the gas sub-station in Market Road, the Clerk was asked to report this.

ACTION: Clerk

d) Footpaths / Highways

The subsidence in Footpath 20 had not yet been repaired. The Weavers Way footpath post behind Hall Farm had come down and been put into the hedge, Paul Rice agreed to report this to the Public Right of Way officer.

ACTION: PR

White markings had appeared on roads which indicated repairs imminently scheduled.

The boundary at Mill Road was being investigated, with a 6-8 week turnaround, and there may be some encroachment of gardens onto highway land. Norfolk County Council would produce drawings.

A loose kerb had been ordered for repair at the Post Office, along with some hot rolled asphalt.

A lining order was being produced for Station Road junction, and the missing reflector posts would be replaced.

Parking and poor driver behaviour at the Post Office was raised, and it was noted that if this was resurfaced it would also be kerbed. It was noted that discussions were underway around priorities on that junction.

Concern was expressed that there was no police enforcement happening around some issues. Paul Rice would write to the Divisional Commander regarding rural policing.

ACTION: PR

e) Staithe

Nothing new to report, the Broads Authority were dealing with matters that needed attending to.

f) SAM2 Report

The SAM2 was currently in Catfield.

g) Village Website

A letter had been drafted to the Falgate Inn inviting them to advertise on the website.

12. Other Matters

a) Approve Draft Complaints Policy

The draft Complaints Policy was **agreed**, proposed by Robert Lovick, seconded by Sheridan Turner, all in favour. This would be uploaded to the website.

ACTION: Clerk

b) Councillor Business Cards

A design collated by Sheridan Turner was shown on screen. This was compared with one suggested earlier in the year, and it was felt that a hybrid of the two would be appropriate. The Clerk was asked to order 200 cards using the two designs.

ACTION: Clerk

c) Open Notice Board

The Clerk shared a variety of different design options and prices. It was **agreed** that the board should be aluminium, and noted that there was already a board at the Norada. The new board could be fixed onto the fence with batons. The Clerk was asked to look at the existing notice board and measure up, bringing prices for a similar board to the next meeting.

ACTION: Clerk

d) Return to Face to Face Meetings

A report and risk assessment was presented noting that a return to face to face meetings was required now that Zoom meetings could no longer be held. It was noted that the Village Hall would be reopening on Monday 17th May 2021. After a discussion around options, it was **agreed** to hold the June meeting as scheduled on 18th June 2021, indoors with masks, ventilation and social distancing, proposed by Stan Chapman, seconded by Bev Standen, all in favour.

13. Items for the Next Agenda

Internal Audit Working Group recommendations.

ACTION: Clerk

14. Dates of Next Meeting

Wednesday 16th June 2021, 7.30pm at Potter Heigham Village Hall (all Covid-secure rules to be observed).

The meeting closed at 9.55pm.

CHAIRMAN