

MINUTES OF THE MEETING OF POTTER HEIGHAM PARISH COUNCIL HELD at 7.30pm
ON WEDNESDAY 20th OCTOBER 2021 IN THE VILLAGE HALL

Attendance: Cllr Chapman, Cllr Chasemore, Cllr Graves-Morris, Cllr Haslam, Cllr May, Cllr Pickering, Cllr Rice, Cllr Standen, Cllr Turner (Chairman), Cllr Richard Price, Cllr Harry Blathwayt, Sarah Vergette (Clerk) and three members of the public.

Cllr Turner welcomed everyone to the meeting. The meeting will be recorded for the purpose of the minutes.

1. To Receive Apologies for Absence:

Robert Lovick.

2. Public Forum

- a. A member of the public asked if there had been any update for Mill Road. Paul Rice replied that there would be an update under item 9e.
- b. Cllr Richard Price gave an update on the current Covid figures, there had been an increase in cases recently. People are being encouraged to have the injection. Highways have a huge workload due to the flooding overnight and they are doing their best to deal with issues.
Harry May stated that there had been misinformation regarding the bridge, the tree referred to is growing out of the bridge.

Cllr Harry Blathwayt reported that there had recently been issues with the refuse collections, although he did not think Potter Heigham had been affected. Serco are not fulfilling their contract with NNDC and they have been invited to meet and discuss the issue.

- c. Reports from Outside Bodies / Village Committees (for information)
 - i. Police Report – Cllr Standen / PC Tom Gibbs – the report had been circulated and was noted.
 - ii. Village Hall Management Committee (Cllr Graves-Morris). Robin Graves-Morris stated that there had been no formal meeting of the committee, but they are starting to build revenue. The Committee has received a request for a dog club to meet two evenings a week, Wednesday and Thursday, and Robin Graves-Morris asked if the Parish Council would consider changing its meeting to a Tuesday to accommodate this. There will be discussion on this at the next meeting. Tree topping will take place in November and will cost £1,200. The Committee are in the process of finalising two memorial seats, but this has no impact on their funds as they are funded through a bequest. The solar panels were installed earlier in the year and are saving on electricity costs. Robin Graves-Morris asked the clerk to investigate reclaiming the VAT on the panels. **Action Clerk.**
Bev Standen suggested that the wood chip from the trees could be sold to gain income for the village hall. The Community will be invited to make a donation to the Village Hall in exchange for wood chip.
 - iii. Any other reports from Councillors representing outside bodies. Nothing to discuss.

3. Declaration of interest for items on the agenda and applications for dispensation

Paul Rice declared interests in items 6b as he had been Chairman at the time that some of the payments were made and item 9a as an allotment tenant.

4. To approve the minutes of the meeting held on Wednesday 15th September 2021

Harry May asked for the word “former” to be inserted at 7b to indicate which clerk was being referred to. Harry went on to ask that “Cllr” should not be used in future.

5. Matters Arising from the Minutes

- a. Clerk's Report – noted. The clerk had set goals for the first ninety days of employment, these included reviewing policies and documents, the allotments, the website and putting an up-to-date budget in place. It was also noted that the clerk is working towards achieving CiLCA.
- b. Clarification of officers for Footpaths, Highways & SAM2. It was **agreed** that Robert Lovick, Paul Rice and Bev Standen would be the officers. Paul Rice also agreed to be an officer for drainage matters.
- c. Update of Vacancy for a Parish Councillor. The vacancy has been advertised and co-option will take place at the November meeting.

6. Finance

- a. Financial Update 2021/22. The clerk had produced a bank reconciliation. Stan Chapman proposed **approval**, this was seconded by Robin Graves-Morris with all in agreement and was signed off by Donald Pickering.
- b. To consider payment of the following:

i.	C Moore salary May 2021	£322.17
ii.	C Moore expenses May 2021	£43.31
iii.	HMRC – PAYE May 2021	£80.60
iv.	URM Recycling	£43.20
v.	HMRC PAYE June 2021	£82.03
vi.	C Moore final salary June 2021	£328.13
vii.	Wrights voucher for D Balls	£80
viii.	NNDC dog bins	£982.80
ix.	S Vergette salary October 2021	£373.91
x.	S Vergette expenses October 2021	£44.80
xi.	HMRC – PAYE October 2021	£93.40
xii.	URM Recycling by Direct Debit	£15.48
xiii.	Norfolk County Council – Ludham Estate Rent	£450.00
xiv.	Potter Heigham Village Hall – Grant	£4,500

A further invoice had been received from David Balls in the sum of £42.82 relating to sending out the allotment invoices and the Remembrance Day wreath which had been agreed at the previous meeting.

Harry May had an invoice for the planters at the Staithe in the sum of £173.85

The clerk explained that she had gone through all the payments which had been made earlier in the year and was satisfied that they were all correct, she recommended acceptance of the payments.

Stan Chapman proposed that all the above payments should be **accepted**, this was seconded by Robin Graves-Morris with all in agreement.

7. Correspondence and Consultations

- a. Plaques for Town & Parish Councils. The clerk had accepted this on behalf of the parish due to time constraints. The plaque will be presented to the parish at a date to be arranged. There was discussion as to where the plaque should be placed, this will be discussed at the next meeting.
- b. Email from Cllr Blathwayt regarding ambulance response – circulated. It was **agreed** that the Parish Council would support the writer of the letter. A letter will be sent to the writer with a copy to Duncan Baker MP and Cllr Richard Price. Paul Rice stated that there had recently been two incidents in the village where there had been no RRV or ambulance available. **Action Sheridan Turner and Clerk.**
- c. The Queen's Platinum Jubilee – circulated. It was **agreed** that a small group should be formed to discuss a celebration. It is hoped that the whole community could be involved. There was discussion regarding giving commemorative coins or mugs to children under 16 in the parish. This will be discussed in November. **Action clerk to investigate costs.**

- d. Norfolk County Councillor Tree Fund – circulated. Cllr Price has a quantity of trees and hedges which can be used on Parish Council or community land, they need to be visible from the highway or footpath. Paul Rice suggested some trees or hedges could be used at the allotments. Robin Graves-Morris suggested that some hedging could be used around the playground to stop children going straight on to the road. It was **agreed** to ask for hedging for the playground first and if there is a second phase the Parish Council could ask for trees to go at the allotments. **Action clerk.**

Cllr Price left the meeting at 8.35pm

8. Planning

Updates on planning matters

- a. Glebe Farm. Cllr Blathway gave an update on the enforcement matters; no laws have been broken and there is only so much that NNDC can do before they are accused of harassment. The Police have indicated that there is no illegal activity with regard to shooting taking place. There is a 56-day temporary exemption for activities to take place on agricultural land without planning permission being needed. Norfolk Wildlife Trust have indicated that the activity is not too close to the scrapes or where the cranes live. NNDC continue to check everything and monitor the situation. Permission for building would never be granted as this area is in Flood Plain 2a. There were concerns regarding the large vehicles using the road, this is a highway matter and will be referred to Cllr Price. **Action Clerk.**
- b. NP/21/1729 - Potter Heigham - Holly Farm, Decoy Road – cattle shed extension. No objections.

9. Reports from Parish Council Leads

- a. Allotments. Nothing to discuss.
- b. Drainage. Harry May was concerned regarding flooding due to the Northeast Winds and spring ties together with the recent heavy rainfall. There could be flooding. Paul Rice stated that the saline barrier would be raised at Herbert Woods to protect the fish. There is a flood alert in place for the next 24 hours.
- c. UTWG. Correspondence had been circulated and was noted. The next meeting will be held on 19th November at Hickling Barn. An email from one of the participants had also been circulated as there was concern about how the meetings are organised. Harry May stated that these meeting are open to the public should anyone wish to attend.
- d. Environment. Nothing to discuss.
- e. Footpaths & Highways– updates on:
 - Marsh Road. Photographs have been sent to Norfolk County Council so they can investigate the uneven surfaces at the end of the road where it ends for legal vehicle access and divides and changes from a tarmac surface to become tracks. NCC have decided that because the tracks are classed as footpaths, no further action will be taken. **Action Paul Rice to contact Cllr Price.**
 - Mill Road. Several items have been addressed by Highways including some remedial surface work near the main road junction. The NCC Boundary Team were to investigate the boundary, we await the final result. Until the landowners are known nothing can be done about the other items.
 - Meadow Court. The potholes in the entrance space marked for repair have not been completed.
 - Green Lane. Flooding on the corner of Green Lane/School Road was flagged by NCC contractors as an area in need of repair to drainage. This is still awaiting work. **Action Paul Rice to contact Cllr Price.**
 - Reynolds Lane. Complaints from residents relating to a resident planting half of the grass verge with large bushes and plants, restricting the passing place. Information has been sent to Cllr Price and NCC. It was **agreed** that Paul Rice could visit the resident to suggest to them they may want to move the plants back inside their boundary. Paul Rice will attend with another councillor.

A149 junction with Station Road, the Highways engineers have agreed to request more white lines due to the worn lines, still awaiting works.

Mary Haslam stated that there was concern regarding the ditch at the Green Lane junction, the works are good but only half-finished. There is a pipe that goes under the road which drains the water into a "pit" in Rookery Farm. Paul Rice stated that there is private verge, Highway verge and IDB verge all mixed up, NNDC did a good job in coordinating works including clearing of the ditches. However, there is still an issue at the back of the cottages which is private land. This work can only be rectified by the Environment Team chasing the landowner. **Action Paul Rice to check this.**

Mary Haslam also reported that there is a Silver Birch tree at the end of Church Road, where it goes into Marsh Road, which is leaning badly and if it falls would cause considerable damage. **Action Paul Rice.**

Harry May reported a pothole at the entrance to the private moorings at Herbert Woods' yard. He also said that as the village is approached from Policeman's Corner all the trees on the left are scratching vehicles as they are encroaching the road. **Action Paul Rice.**

The sign for Station Road near to the A149 entrance is overgrown.

Cllr Blathwayt reported that the sign at Market Road would be replaced.

The hedge in Bridge Road is still waiting to be cut and the tree to be pulled out of the dyke at the back.

- f. Staithe. Harry May said that people are feeding the ducks in the loading and unloading area. The muck from this area goes into the boats or cars. Duck food is being sold in one of the shops, they had been asked not to do this. People should use Bridge Green to feed the ducks. Paul Rice stated that the proprietors were prepared to get a sign to that effect. **Action Harry May to speak to the proprietors.**
- g. SAM2 Report. Bev Standen had circulated a report. It was noted that vehicles slow down when they see the flashing signs but when the signs are not in place the speeding continues. The information relating to the SAM2 statistics has been circulated and sent to PC Tom Gibbs. Bev Standen stated that if anyone had any preference for where the signs should be sited when they return from Catfield they should let him know.
- h. Village Website – Bev Standen had circulated a report which was noted. The clerk has received instruction on how to manage the website. It was noted that the website is a good "tool" for getting information to people.

10. Flooding

Paul Rice updated the Council on flooding events to date but the suggested remedial works have not taken place. There has been some remedial works to the banks, but this can be washed away. Flood alerts from the Environment Agency do not appear to be coming through. Paul Rice suggested that the Parish Council writes to North Norfolk District Council to support in moving forward with action with the Environment Agency. If the flood wall goes, there could be eight to ten feet of water in one go. Harry May stated that there is an electric sub-station at the entrance to Herbert Woods yard this needs bonding to seal it. Harry May went on to say that the Environment Agency had indicated that the tidal barriers at Great Yarmouth are back on the agenda. **Action Paul Rice, Sheridan Turner, Clerk.**

11. Other Matters

- a. Whole Council Training – Items for consideration were circulated and this will be discussed at the November meeting.
- b. Ownership of the play area. Robin Graves-Morris stated that this matter originally came up by way of the insurance. The VPMC committee bought the equipment, but it had been listed under the Parish Council's insurance. The Parish Council is the Custodian Trustee of the property, but the village hall is managed separately by the VPMC and is a charity.

12. Items for the Next Agenda (for information only)

13. Date of Next Meeting – Wednesday 17th November 2021, 7.30pm at Potter Heigham Village Hall

Agenda items to the Clerk by 5pm Tuesday 9th November 2021

The meeting closed at 9.45pm.

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Chairman

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Date