**MINUTES OF THE MEETING OF POTTER HEIGHAM PARISH COUNCIL HELD at 7.30pm**

**ON WEDNESDAY 17th NOVEMBER 2021 IN THE VILLAGE HALL**

**Attendance:** Stan Chapman, George Chasemore, Robin Graves-Morris, Mary Haslam, Harry May, Donald Pickering, Paul Rice, Sheridan Turner (Chair), , Sarah Vergette (Clerk) and six members of the public.

Sheridan 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, Bev Standen, Cllr Richard Price, Cllr Harry Blathwayt.

**2. Public Forum**

1. Elizabeth Playford stated that with regard to item 11 on the agenda neither her husband nor their three sons are connected or involved with the people named in the complaint.

Mr Bland asked if there was an update on Mill Road, there was not.

1. Cllr Richard Price sent a report which was noted.

Cllr Harry Blathwayt sent a report which was noted.

1. Reports from Outside Bodies / Village Committees (for information)
   * 1. Police Report. Bev Standen sent a report which had been circulated and was noted.
     2. Village Hall Management Committee. Robin Graves-Morris stated the annual return for the year ending 31st March 2021 had been submitted. He needs to update details of the Trustees. There are plans to mend the outside lights, a quote has been received in the sum of £180. Robin has asked the mole man to attend the moles. The Committee will arrange for the field to be rolled and cut after the moles have been dealt with. The Christmas Fair is coming up and bookings in general have improved.

The clerk investigated the VAT position, and it is not possible to reclaim VAT if the Parish Council has not paid for the goods or services.

Robin will put a capital plan together.

* + 1. George Chasemore reported that the attendance is down at Ludham School - this is due to the usual winter ailments.

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

Paul Rice declared interests in item 9a as an allotment tenant and item 11 as he is on the register as a temporary Enforcement Officer.

**4. To approve the minutes of the meeting held on Wednesday 20th October 2021**

Harry May stated that “Cllr” was still used too much.

Robin Graves-Morris stated that it had been agreed that a list of receipts would be included in the minutes.

Stan Chapman proposed that the minutes should be **accepted**, this was seconded by Donald Pickering with all in agreement. The minutes were signed by the Chair.

**5. Co-Option of Parish Council**

Two applications had been received. There was a majority vote, by ballot, in favour of Sindy Ratani. Sheridan Turner thanked the other applicant for their interest. The clerk will attend to the paperwork. **Action Clerk**

**6. Matters Arising**

1. Clerk’s report. Noted

**7. Finance**

7.1 Financial Report.

Current account £15889.64

Allotment account £9584.47

Cambridge & Counties £12579.82

**Total £38053.93**

Harry May stated that historically monies relating to the Staithe were accounted for separately. The clerk will investigate this.

7.2 To consider payment of the following:

1. S Vergette – November salary £373.91
2. S Vergette – November expenses £11.20
3. HMRC – November tax £93.40
4. Village Hall – grant £4,500
5. Village Hall – reimbursement £200
6. URM – Recycling £25.20

The clerk explained that there had been an error in banking the payment for the village hall the previous month which was the reason for the duplicate payment to the village hall and that £200 had been paid into the Parish Council account in error. Stand Chapman proposed **approval** of these payments, seconded by George Chasemore with all in agreement.

Receipts for the month were in the sum of £591.55 for allotment rents.

Stan Chapman stated that there had been some investigation in moving the bank accounts to Unity Bank. However, there is a monthly fee for their service. Although it is difficult to deal with Barclays at times once the new banking arrangements are in place, they should be manageable. The clerk will circulate details of Unity Bank. **Action Clerk.**

**8. To Consider adoption of the Code of Conduct.**

1. It has not been possible to find an existing Code of Conduct which has been adopted although councillors were sure that one had been adopted many years ago. A new document was shared prior to the meeting. It was **agreed** to discuss this at the December meeting once Councillors had more time to read the document.

# 9. Correspondence

9.1 Greenbuild Festival – noted

9.2 Sheridan Turner stated that the Parish Council needs to consider Operation London Bridge. The information will be circulated. **Action Clerk.**

**10. Planning Updates**

Nothing received.

**11. Complaint – Red Roof Farm**

This matter is being dealt with by North Norfolk District Council.

1. **Reports from Parish Council Leads**
2. Allotments. Donald Pickering reported that recommendations regarding the garden plots had been made by the previous clerk as the administration of them is inefficient. He suggested that going forward the rents should be collected six months in arrears and six months in advance. It is necessary to give one year’s notice for this to happen so any changes would not take place until April 2023. Donald suggested meeting with tenants to discuss this. A new Tenancy Agreement would also be needed for the Garden plots, this had been circulated to councillors. Robin thoughts that item 4 was too restrictive as states tenants should be from Potter Heigham or a neighbouring village, this will be changed to nearby village.

George Chasemore proposed **approval** of the new arrangements and the Agreement, seconded by Harry May with all in agreement. A meeting will be arranged. **Action Donald Pickering and Clerk.**

It was acknowledged that the Field plots operate under a different tenancy agreement and will be discussed at a later date

1. Drainage. Harry May reported that the barrier had recently been put up at Herbert Woods yard. Paul Rice stated that the new NNDC Flood Plan had just been sent out which comprised 164 pages. However, only two pages related to Potter Heigham. An officer from NNDC will make a site visit with a senior officer from Norfolk County Council to look at the problems and engage with the Environment Agency to get the work done. There had been complaints from Lathams and Herbert Woods.

Paul went on to say that the latest Flood Zone maps were worrying, if Potter Heigham floods the village hall could become an island and access to the Village Hall as the emergency safety area would not be possible. There will be a meeting with the Flood Wardens to update the emergency plan regarding assets. Parishioners with large vehicles could be called upon. It would also be a good idea to have a list of vulnerable people within the parish so that neighbours can check on them. Paul will give details to go on the website and in the Gazette. **Action Paul Rice**

1. UTWG the meeting will be held on 19th November.
2. Environment. Nothing to report.
3. Footpaths & Highways. Paul Rice reported that he had actioned everything from the last meeting. Highways will monitor the leaning Silver Birch in Church Road. The potholes have been reported and the tree growing out of the bridge has been dealt with. Paul found a wooden bollard outside Lathams which had been hit by a car and was dangerous, this has been dealt with and the driver of the car can be traced.

Harry May stated that the tree in the dyke near Causeway Cottage was still there. The clerk had previously reported this to Cllr Price.

1. Staithe. Nothing to report.
2. SAM2 Report . Paul Rice reported that the SAM2 is back in the village and is Church Road.
3. Village Website. There has been an increase in hits to the website of 78%. Work is being done to keep the site up to date.
4. **To consider changing the meeting day.**

Sheridan suggested changing the date of the meetings to the second Wednesday of each month, this would give more time for the report to be sent to the Gazette. Harry replied that traditionally meetings were always held on third Wednesday of the month. It was **agreed** to put something in the Gazette asking parishioners if they have an opinion.

1. **Other Matters**
2. Whole Council Training – the items for consideration will be recirculated, councillors should give their preferences. **Action clerk.**
3. Siting of the Plaque. It was **agreed** that the Village Hall Management Committee would take responsibility for the plaque.
4. Jubilee celebrations. Official mugs would cost £5.55 each. Mr Bland offered to investigate cost of having mugs printed to include “Potter Heigham”.
5. Arrangements for the December meeting. Sheridan stated that she thought it would be a good idea to invite the community to meet with the Parish Council prior to the December meeting. Mulled wine and mince pies could be served. This was **agreed.**
6. **Items for the Next Agenda** (for information only). The clerk will present the budget at the next meeting and the Precept will be set.
7. **Date of Next Meeting – Wednesday 15th December 2021, 7.30pm at Potter Heigham Village Hall**

The meeting closed at 8.50pm.

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Chairman Date