**POTTER HEIGHAM PARISH COUNCIL**

**MINUTES OF THE MEETING**

 **7.30pm WEDNESDAY 19th JANUARY 2022 IN THE VILLAGE HALL**

**Attendance:** Councillors Stan Chapman (SC), George Chasemore (GC), Robin Graves-Morris (RGM), Mary Haslam (MH), Robert Lovick (RL), Harry May (HM), Donald Pickering (DP), Sindy Ratani (SR), Paul Rice (PR), Bev Standen (BS), Sheridan Turner (ST, Chair) and two members of the public.

Sheridan Turner welcomed everyone to the meeting.

1. **To Receive Apologies for Absence:**

Cllr Richard Price, Cllr Harry Blathwayt.

**2. Public Forum**

1. A question was raised about location of defibrillators. There are two in the Village, one at the Village Hall, the second at Herbert Woods. A local business has offered to cover expense of one that will be more available to the public. Locations will be published in various media outlets.
2. No reports were received from Richard Price or Harry Blathwayt
3. Reports from Outside Bodies / Village Committees (for information)
	* 1. Police Report. BS noted an increase in drink driving incidents and property stolen from a van in PH had been recovered. Officer Gibbs retiring in June. Richard Price advocating a new pilot programme to help address the speeding problem.
		2. Village Hall Management Committee. RGM noted that Jenny Cook is retiring from Bookings Clerk the end of January. Louise Parker will assume the role February 1. The Council commended Jenny for her over 30 years of service.
		3. GC noted a new head has been appointed for Ludham School.
		4. PR reported on visit by Lord Dannatt regarding flooding issues. Funds are being sought for repairs. He also noted success in a change in legislation regarding taxation of rental homes. Duncan Baker was instrumental in this action.
		5. SC reported that at a recent meeting of the Trust, payments to help community members with heating bills increased by 25%. He encouraged all to notify the Trust of those in need of assistance. It was suggested that the community be informed of resources such as oil clubs that often offer good prices.

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

PR declared interests in item 9a as an allotment tenant, BS potentially regarding the website.

**4. To approve the minutes of the meeting held on Wednesday 17th December 2021**

It was agreed that “Councillor” be used once in the minutes and thereafter, Councillors referred to by initial. HM proposed that the minutes should be **approved**, this was seconded by RGM with all in agreement. The minutes were signed by the Chair.

**5. Matters Arising**

1. *Report from the Chair*. Noted
2. *Councillor Training* – The group Norfolk Parish Training and Support is an organization created by two clerks and is in competition with NALC. It was agreed not to use these services. Inquiries have been submitted to NALC to determine availability and cost per delegate for full council training.
3. *Traffic Concerns on Mill Road and Bridge Road*. Ongoing issue of egress from Mill Road and speeding on Bridge Rd. Suggested that Officer Gibbs, Traffic Manager from Highways hold a meeting with PR and BS to review feasible options. Also agreed residents of Mill Road and Bridge Road be canvased for ideas. **Action:** PR and BS will contact residents.
4. *Website –* a proposal for moving forward with the Parish Council Website as an independent entity from the Village Website was presented by ST. The Wix platform will be closed, and the new site set up under the Norfolk Parish platform provided by NALC at a cost of £35. Proposal to approve offered by PR, seconded by GC, and approved with one abstention.

**6. Finance**

6.1 SC reported that prior reconciliations were incorrect by about £150. The favourable error was found, and the reconciliation provided at the meeting is now correct. Current bank balances were noted.

6.2 To consider payment of the following:

1. Anglian Water (retrospectively) £1.13
2. United Resource Management £18.00
3. United Resource Management £7.74
4. Sheridan Turner – office supplies £15.08

SC proposed the payments be accepted, seconded by GC with all in agreement**.**

**7. Correspondence**

7.1 Letter from Marie Winter pertaining to issues of potholes and debris from road sweeper at mouth of Meadow Court. **Action:** PR to liaise with Ms. Winter and Highways to come to resolution.

7.2 Issue of Bins on Staithe**. Action:** ST to inform Environmental Officer that the bins are responsibility of Broads Authority.

7.3 Letter from NNDC re continuation of Anti-social Behaviour, Crime and Policing Act of 2014 which includes dog control zones. Proposal to extend legislation by 3 years made by PR, second RL and agreed by all. **Action:** ST to confirm decision of Council with NNDC

7.4 Letter submitted by P.A. Beamish of Oak Tree Farm addressing large potholes at end of Marsh Road and damage to property boundary wall being caused by erosion and walkers holding on to wall. Potholes are caused by delivery vehicles using area as a turning point. PR noted technically the track is a Bridleway. **Action:** PR to follow up with Richard Price to address the issue.

**8. Requests for Planning**

8.1 Request for extension at The Ferns, 74 E. Riverbank - withdrawn

8.2 Request for improvements to Four Winds, 99A E. Riverbank were regarded as an upgrade and no objection voiced.

1. **Reports from Parish Council Leads**
2. Allotments – (DP) DP reported that a successful meeting was held on January 12th with 6 tenants in attendance. Bids are being sought to install a new tap.
3. Drainage – (HM and PR) PR reported a problem at the end of Decoy. This has been submitted as a defect as the pond is not draining. **Action:** PR will follow up with NNDC. Further noted there is a problem with flooding in front of the church and the dugouts in banks do not work as water has nowhere to go. **Action:** PR will follow up
4. UTWG (HM and PR) – No report.
5. Environment (RL) – No report
6. Footpaths and Highways – (PR and RL) No further updates
7. Staithe (HM and SC) – Nothing to discuss.
8. SAM2 Report – (BS) BS further noted the issue of speeding on Bridge Road and the large number of vehicles coming along the road in general.
9. Village Website – discussed previously.
10. **Other Matters**
11. Update on search for Clerk. RGM reported that through an advertisement placed through Indeed 26 individuals had applied for consideration. Of these five were to be interviewed on January 20th via video conference. The purpose of the interview is to determine fit, demonstration of requisite skills and commitment to stay for at least a couple of years. NALC has training resources, the first of which is an Induction course costing £80. The cost of this should be covered by the Council. NALC will also provide a 1-1 mentor for a year at no cost. NALC is pleased that we are going outside the conventional pool and bringing in new blood. Agreed to add RL and SC to the group interviewing finalists. The goal is to present a top candidate for ratification at the February meeting. RGM closed by saying it is important to remember that the Clerk works as directed by the full Council at its meetings or by the Chair in between said meetings.
12. Queens Jubilee. ST circulated a summary of activities gleaned from a recent webinar. A small group is convening Thursday 20th to discuss ideas. The Community will be invited to get involved by coming to the February meeting. SR will join the small working group.
13. SR noted that as representatives of the Parish Council, we should be careful what is in public domain via platforms such as Facebook and that these accounts should be locked down.

 **13. Date of Next Meeting.** Wednesday 16th February 2022.

The meeting closed at 9.25pm.

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Chair, Sheridan Turner Date