**POTTER HEIGHAM PARISH COUNCIL**

**MINUTES OF THE MEETING**

**WEDNESDAY 16th FEBRUARY 2022 7.30pm in THE VILLAGE HALL**

**Attendance:** Councillors Stan Chapman, George Chasemore, Robin Graves-Morris, Mary Haslam, Robert Lovick, Harry May, Donald Pickering, Sindy Ratani, Paul Rice, Bev Standen, Sheridan Turner (Chair) Cllr Richard Price, Cllr Harry Blathwayt, two members of the public and Officer Tom Gibbs.

Sheridan Turner welcomed everyone to the meeting.

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

Mary Haslam and Sindy Ratani

**2. Public Forum**

1. A question was raised about the Council website. The discontinued site is still coming up in searches showing outdated information. This will be shut down and a redirect to the new site included.
2. Richard Price provided an update on Covid cases and his efforts to collaborate with the staff officer to the Chief Constable and the chief executive of the County Council to address speeding issues. Paul and Bev will continue to work with Cllr Price to propose viable solutions. Local residents are being surveyed for their input.

Harry Blathwayt noted that the Norfolk Planning Consultation is open for review. There is not much concerning Potter Heigham. There is an ongoing review of Public Conveniences as many are in need of updating and repairs. The County budget is under review.

1. Reports from Outside Bodies / Village Committees (for information)
	* 1. Officer Tom Gibbs reported on local crime. There have been 16 calls for service in the past month one of which was a report of gun shots. Gibbs asked that residents be vigilant and report gunshots if heard. Discussion was held about parking on the pavement on Station Rd. The biggest concern to the police is one of fraud and elderly people are particularly vulnerable. Officer Gibbs is happy to attend events and meetings to inform the community about different scams and how to avoid being a victim.
		2. Village Hall Management Committee. Robin noted that the moles continue to appear in the playing field and that Louise Parker has taken over the role of booking clerk. She has an email and has provided input into the development of the Village Hall website.
		3. Paul noted the flood situation and that we are on Amber warning for wind and flooding.

At this point in the meeting, the Chair asked to move item 5.5 to closed session as the Council would be discussing personnel matters. Motion was made by Donald, second George and unanimously approved.

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

Paul declared interests in item 9a as an allotment tenant; Bev for payment pertaining to the website and Sheridan for expenses under item 6.

**4. To approve the minutes of the meeting held on Wednesday 19th January 2022**

There were two minor amendments. A motion to approve the minutes as amended made by Stan, second Robert with all in agreement. The minutes were signed by the Chair.

**5. Matters Arising**

1. *Report from the Chair*. None
2. *Councillor Training* – NALC is short staffed and will be announcing training opportunities soon for the full Council. The new Clerk will be asked to follow up.
3. *Traffic Concerns on Mill Road and Bridge Road*. Ongoing issue of egress from Mill Road and speeding on Bridge Rd. Paul and Bev are surveying residents to elicit input.
4. *Website –* NALC created the new PHPC site and Helen Bartlett has been instrumental in uploading current information. The site is now live and can be found at https:/potterheighamparishcouncil.norfolkparishes.gov.uk. It was agreed that Donald will be the web oversight councillor and Helen Bartlett the volunteer until the new Clerk can assume the role. Donald will also be the Data Protection Officer. Motion to approve the launch of the new site offered by Stan, second Bev and agreed by all. A link will be added to the Village website.

**6. Finance**

6.1 Stan presented the bank balances and payments for approval, three of which were retrospective. After discussion it was determined that the three retrospective amounts were for the PHPC Wix website.

6.2 To consider payment of the following:

1. Feb 2021 Website (retrospectively) £61.20
2. Feb 2021 Website (retrospectively) £11.64
3. Website Domain name & web hosting (retrospectively) £115.20
4. Ceanic – web development and domain £145.66

Stan suggested that payments i,ii,iii be accepted, and item iv accepted subject to provision of supporting documentation. Motion offered by Robin, second George and approved by all.

Bev will transfer the domain name to the Parish Council and put a redirect to the new site on the page that comes up on web searches.

6.3 Stan suggested that the £1,000 previously allocated to support activities of the Jubilee be managed by Sheridan. A motion to give Sheridan authorization to manage expenditure of the funds in support of Jubilee activities with a caveat that no one expenditure shall exceed £250 was made by Stan, second Robin and approved by all.

**7. Correspondence**

7.1 The Norfolk District Council are hosting a free webinar on how to manage energy costs and to request assistance if needed. The notice will be posted outside the post office.

**8. Requests for Planning**

None

1. **Reports from Parish Council Leads**
2. Allotments – Donald suggested that the expense of installing new water pipes and taps is unnecessary. The current system has worked for many years and tenants appear happy. There are three allotments that require attention. The tenants will be notified and if no action is taken new tenants will be found. Suggested that anyone interested in an allotment should put their name on a waiting list. This will be published in the Gazette
3. Drainage – (Paul/Harry) Reported that contractors have been cleaning out ditches to relieve flooding
4. UTWG – No report.
5. Environment - (Robert) Suggested that clean-up was needed opposite the Causeway. Harry noted that the litter pick up is being planned. Suggested that Thurne Tenants Association participate and make both activities one project.
6. Footpaths and Highways – (Paul/Robert) **ACTION**: Paul will talk to Richard Price about removal of debris at the A149/Station rd intersection
7. Staithe –(Harry/Stan) Sign on Market Rd needs to be replaced. **ACTION**: Paul to speak with Harry Blathwayt.
8. SAM2 Report – (Bev) Catfield now has the SAM2.
9. **Other Matters**
10. Queens Jubilee. A community meeting was held on February 11th to explore ideas. About 40 attended. There will be two primary events – the reading of the Proclamation and Beacon lighting will be celebrated at the Village Hall on June 2nd, and a Picnic in the Park will be held on June 5th. Donald and Robin volunteered to join Sheridan, Sindy and others planning the event on June 2nd. It was suggested that Norada be contacted for catering as well as the Falgate.
11. The Web Accessibility Statement previously circulated was approved by all.
12. The Annual Parish Meeting will take place from 7 to 8:00 pm on May 11th immediately followed by the Annual Meeting of the PHPC. Light refreshments will be served.

**12. Any other Business -** none

**13. Date of Next Meeting.** Wednesday April 2022.

There followed a closed session during which the candidates for Clerk were discussed and the Contract of Employment. It was agreed to engage Amy Gallant for the position. The Council discussed the purchase of a laptop for the clerk. This will be discussed with the new clerk once she is on board to determine if this is necessary.

The meeting closed at 9.50 pm.

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Chair, Sheridan Turner Date