|  | **POTTER HEIGHAM PARISH COUNCIL** |  |
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|  | Minutes of the meeting of the Potter Heigham Parish Council held on Wednesday 9th March 2022 at 0730pm in the Village Hall. |  |
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|  | **Present:** | Sheridan Turner, ChairRobert Lovick, Councillor Stan Chapman, CouncillorRobin Graves-Morris, CouncillorMary Haslam, CouncillorHarry May, CouncillorDonald Pickering, CouncillorSindy Ratani, CouncillorPaul Rice, CouncillorBev Standen, Councillor |  |
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|  | **In Attendance:** | Amy Gallant, ClerkHarry Blathwayt, District Councillor |  |
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| **1.** | **To consider apologies for absence** |  |
|  | Due to personal matters, George Chasemore has resigned from the Council effective immediately. |  |
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| **2.** | **Public Forum** |  |
| **a.** | **Public** |  |
|  | There were no matters to discuss outside of the Agenda.  |  |
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| **b.** | **County and District Councillors** |  |
|  | 1. The Council noted the report by Richard Price.
2. It was noted that the planning application for the Old Bridge Hotel had failed due to its location in flood plain area 3b.
3. During a meeting with the Crime and Police Commissioner when questioned about his precept, he could offer no optimistic preview of the next years precept and it was noted that the Parish rates for this area would likely increase as he believed policing would be paid locally and not nationally, in growing proportions.
4. The Potter Heigham precept was not increased by the Council. It was however noted that a 1.2% increase was shown on NNDC invoices. **ACTION** It was agreed that Harry. B would investigate and report back. Sheridan would also check with her contact at NNDC.
5. It was noted that the road sign for Market Road was in process.
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| **c.** | **Report from outside bodies / Village Committees (for information)** |  |
| **i.** | **Police Report –B. Standen / PC Tom Gibbs** |  |
|  | * That in the last month there were 9 calls for service, 3 from usual frequent caller address; 2 road traffic collisions on A149; 1 highway obstruction; 1 domestic and 1 public order offence.
* Issues pertaining to parking on Station Road were provided to Officer Gibbs who will follow up.
* With heating price increases, stealing from cars and tanks may increase.The Gazette may wish to alert residents to be vigilant.
* Officer Gibbs would not be able to attend the Queens Jubilee celebrations on June 5th.
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| **ii.** | **Village Hall Management Committee – R. Graves Morris** |  |
|  | * That the commemorative seats in memory of James and Elsie Moss were on order and it was estimated that delivery would take 6-8 weeks.
* The bunting created by The Stitchers for the Queens Jubilee had now been finished and would be donated to the Village Hall. The VHMC was exploring a more welcoming sign for the entrance.
* It was noted that the Fir trees would be topped this week.
* That vehicles had been seen congregating in the Village Hall car park at night and the Council considered whether the procurement of CCTV could be helpful to deter unwanted activity. It was noted that the council would need to consider the resource and placement of cameras against perceived benefits. **ACTION:** Paul to discuss with Officer Gibbs.
* It was noted that the sign by the Children’s Play Area required updating as the number to phone in an emergency remained blank. **ACTION:** Robin to add the sign by the Children’s Play Area to the agenda for the next meeting of the Village Hall Management Committee for discussion.
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| **iii.** | **Any other reports from councillors representing outside bodies** |  |
|  | It was noted that a meeting with Anglian Water, the Environment Agency and the Broads Authority pertaining to flood problems would be held in April 2022 and that an update would be provided to the Council. |  |
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| **i.v** | **Ludham School – G. Chasemore** |  |
|  | No report. |  |
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| **v.** | **Recognition of Service** |  |
|  | A recognition of thanks for 21 years’ service to the community was given to Gordon by Sheridan on behalf of the Council.  |  |
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| **3.** | **Declaration of interest for items on the agenda and applications for dispensation**  |  |
|  | There were no declarations of interest for items on the agenda. |  |
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| **4.** | **To approve the minutes of the meeting held on Wednesday 16th February, 2022**  |  |
|  | 1. That the minutes of the meeting of the Potter Heigham Parish Council held on 16th February 2022 were confirmed as an accurate record of the meeting subject to an attendance amendment for Mary and Sindy who were absent.
2. A motion to approve the minutes as amended was made by Stan, seconded by Robert with all in agreement.
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| **5.** | **Matters Arising** |  |
| **5. 1** | **Report from the Chair**  |  |
|  | 1. The Council had appointed Amy Gallant as the new Parish Clerk and that a set of goals had been agreed between the Chair and the Clerk for the initial 3 month probationary period.
2. Sheridan attended the licensing of Reverend Gary Noyes and the Council noted it’s thanks to Mary and Donald for their work in the interim.
3. Thanks were given to the support received for the event for the people of Ukraine held at the Church on Monday 7th March and that the collection would be collated for depositing as a single payment through the Council to the British Ukraine Aid on behalf of the community of Potter Heigham.
4. Sheridan participated in a webinar hosted by NALC for Chairs and Councillors on 9th March 2022. A report was provided to the Council and noted. The Council had been commended for it’s innovative approach for the Queens Jubilee Celebrations
5. **ACTION:** Stan to deposit collection to British Ukraine Aid on behalf of the Council.
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| **5.2** | **Review of Feedback from Residents of Bridge Road, Mill Road and Station Road pertaining to issues of Speeding** |  |
|  | 1. Approximately 150 households had been consulted, prioritising those who would be directly affected. It was recommended that the proposed options would need to be distributed to the rest of the village. The recommendations should be condensed for publication in the Gazette as a flyer with emphasis given to the contact email address so people know how to respond. **ACTION:** Paul to provide a flyer for publication in the Gazette
2. It was noted that the drayman parked on the main road is causing safety concerns. **ACTION:** Bev to discuss the issues of drayman parking with the landlord and whether a ‘slow sign’ could be displayed during deliveries to warn oncoming traffic.
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| **5.3** | **Update on concern regarding degradation of track at the end of Marsh Road** |  |
|  | It was noted that photographs had been sent to the Highways Team and that Paul was awaiting a response.  |  |
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| **5.4** | **Repair of Bins of Staithe** |  |
|  | 1. Bridgestones had offered to pay for replacement tops for the bins.
2. Clarification was needed with Broads Authority as to who was responsible. **ACTION:** Sheridan to confirm ownership and responsibilities for the bins on Staithe and that Harry. B would also contact Refuse Collection and Environmental Services of NNDC on behalf of the Council to seek their understanding on the matter.
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| **5.5** | **Litter Pick** |  |
|  | The litter pick would take place on Saturday 19th March at 10 o’clock from the Bridge Hotel and that all supplies would be provided on the day. Thanks were given on behalf of the Council to Jane, a member of the public in attendance, who frequently litter picks by Bridge Road. A large amount of litter comes up Bridge Road from litter accumulating by the wooden fence opposite Latham’s and required attention. **ACTION:** Paul would speak to the Manager of Latham’s on behalf of the Council to discuss litter picking.The litter pick would be added to the website for information**. ACTION:** Amy to update the Council website with details of the Litter Pick. |  |
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| **6.** | **Finance** |  |
| **6.1** | **Financial Update** |  |
|  | Both balances were noted. |  |
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| **6.2** | **To consider payment of the following** |  |
|  | The invoice from Ceanic for web development was withdrawn as these costs were already paid. The NALC membership fee of £259.44 was added for approval. A motion to approve payments was made by Donald, seconded by Stan with all in agreement. |  |
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| **7.** | **Correspondence** |  |
| **7.1** | **Aylsham Depot** |  |
|  | 1. The Council was informed of a visit to the village by Highways in April. A report of issues was requested. Paul had developed a report. **ACTION:** Paul to circulate report to Councillors
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| **7.2** | **NALC 2021/2022 Pay Agreement** |  |
|  | Noted. |  |
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| **8.**  | **Updates on Planning Matters** |  |
| **8.1** | **Boundary Amendment** |  |
|  | 1. That the Boundary Commission was undertaking a second review for constituency boundaries. If recommended changes were adopted, Potter Heigham would be under the members of parliament representing Great Yarmouth and not North Norfolk. Harry. B noted several concerns pertaining to this change.
2. Those individuals opposed to the boundary change could use the link posted on Facebook and the Council website.
3. A motion was made by Paul for Sheridan to respond on behalf of the Council voicing its objection to the proposed boundary changes, seconded by Harry, and passed unanimously. **ACTION:** Sheridan to submit a response on behalf of the Council opposing the Constituency Boundary change.
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| **9.** | **Reports from Parish Council Leads** |  |
| **9.1** | **Allotments (D. Pickering)** |  |
|  | The hedges had been trimmed around the allotments. |  |
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| **9.2** | **Drainage (H. May and P. Rice)** |  |
|  | Paul would like to speak to any residents effected by inland flooding.  |  |
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| **9.3** | **UTWG (H. May and P. Rice)** |  |
|  | That there had been no meeting of the UTWG. |  |
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| **9.4** | **Environment (R. Lovick)** |  |
|  | The Council noted its thanks to Harry for arranging the scheduled litter pick.  |  |
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| **9.5** | **Footpaths & Highways (R. Lovick and P. Rice)** |  |
|  | 1. It was noted that the potholes around the Post Office had been reported under the Highways Report and that the wooden walkway at the bottom of Mill Road had been reported and was in hand.
2. Residents were reminded that they could submit a report form to the Highway Sub-Committee or complete an online form direct to Highways if they wished to raise any issues.
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| **9.6** | **Staithe (H. May and S. Chapman)** |  |
|  | There were ongoing issues with parking on the Staithe that caused access issues. It was noted that Kings Lynn and West Lynn Borough Council Parking sub-contracted their enforcement and it was noted that NNDC were not happy with the service and that this was being addressed currently. |  |
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| **9.7** | **SAM2 Report (B. Standen)** |  |
|  | It was agreed that the sign would be moved to Marsh Road and Church Road facing in one direction for the first week and facing the opposite direction for the second week.  |  |
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| **10.** | **Other Matters** |  |
| **a.** | **Update on Jubilee planning** |  |
|  | The event on June 2nd would be held by the Potter Heigham Bridge outside of the Norada Pub and that the event on June 5th would be held at the Village Hall. **ACTION:** Sheridan to contact Rob Rogers at the Broads Authority to inform him of activities taking place on June 2nd.  |  |
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| **b.** | **Data Protection Statement** |  |
|  | It was agreed that the Clerk would work together with her mentor and the Chair to review and consolidate the Data Protection Statement.  |  |
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| **c.** | **Organisational Procedures** |  |
|  | It was agreed that any information shared to the general public on behalf of the Council would need to come through the Clerk and that if there was any doubt, to discuss with the Chair.  |  |
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| **11.** | **Any other Business** |  |
|  | 1. Concern was raised about businesses operating from Glebe Farm and if they were permitted. It was further noted that the Gym at Glebe Farm was only authorised for week days.
2. That there was a suspected change of use for Glebe Farm, a site designated for agriculture.
3. It was noted that the Peter Sandell award is traditionally awarded at the Annual Meeting and that if people would like to nominate individuals it would need to go into the Gazette. **ACTION:** Mary will request nominations in the Gazette.
4. A motion to donate £100 for Ukraine through the Chairman’s fund was proposed by Donald, seconded by Stan with majority in agreement.
5. Thanks were given to Sheridan on behalf of the Council for her work over the past months without a Clerk.
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| **12.** | **Date of next meeting** |  |
|  | Wednesday April 13th 2022 at 1930. |  |
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| **13.** | **Meeting closed at 09:00pm** |  |
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