

POTTER HEIGHAM PARISH COUNCIL

Minutes of the meeting of the Potter Heigham Parish Council held on Wednesday 13th April 2022 at 7:30 pm in the Village Hall.

Present: Sheridan Turner, Chair
Stan Chapman, Councillor
Harry May, Councillor
Mary Haslam, Councillor
Bev Standen, Councillor
Donald Pickering, Councillor

In Attendance: Amy Gallant, Clerk
Harry Blathwayt, District Councillor

1. To consider apologies for absence

Apologies were noted for County Councillor Richard Price, and Parish Councillors Robert Lovick, Paul Rice, Robin Graves-Morris and Sindy Ratani.

2. Public Forum

a. Public

It was noted that there was one member of the public in attendance and that there were no matters to discuss outside of the agenda.

b. County/District Councillors

- i. A growing number of local planning authorities have learned from Natural England of a new mandate "Nutrient neutral" that will apply to planning applications in some catchments including Broadland. It was noted that a Planning Officer had been contacted to communicate the implications to local councils and that in the meantime parishioners could learn more through the Local Government Association and Natural England websites.
- ii. It was noted that Richard Price had requested a date for a site meeting in Potter Heigham to try and resolve the outstanding issues and would notify the Council as soon as he had more information.

c. Reports from Outside Bodies/Village Committees (for information)

- i. Police Report – B. Standen/PC Tom Gibbs
 - Officer Gibb's replacement had been identified as P.C. Matt Pritty who will be starting in July.
 - There had been 32 calls for service since the 1st March, 24 came from the same location; 1 missing person, and that there was an increase in the theft of cooking oil to make bio-diesel in response to the increase in diesel prices. It was noted that residents could consider fitting locks and/or security lights to their tanks to deter theft.
 - It was noted that there was more footfall during boating season which may result in more police demand and that

now they were based in North Walsham response times could be affected.

- The monthly Parish Crime Letter would now be issued quarterly.

ii. Village Hall Management Committee – R. Graves-Morris

- It was noted that George Chasemore had resigned from the Parish Council but would be staying on the Village Hall Management Committee as an appointee of the Parish Council. The Village Hall Committee appointments will be ratified annually at the Annual General Meeting of the Parish Council in May.
- The Village Hall Management Committee will engage Amy Gallant as the Minute Secretary from July 2022. It was noted that this would be independent from her role as the Proper Officer for the Council.

iii. Any other reports from Councillors representing outside bodies
There were no other reports presented for information.

iv. Ludham School – D. Pickering

The Council agreed it would be beneficial to maintain a connection to Ludham School as the designated school for the children of the Village.

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

Harry declared an interest in item 5.5 as the Director of the Management Company River Thurne Tenants Association.

4. To approve the minutes of the meeting held on Wednesday 9th March 2022

- a) The minutes were approved as an accurate record of the meeting subject to the following amendments; inclusion of the time and location of the meeting; road name change from Reynolds Road to Mill Road in minute 9.5a; to include the full name for the recognition of service under item 2v
- b) It was noted that moving forward, minutes would include the number of the members of the public who were in attendance at each meeting under item 2a.

A motion to approve the amended minutes was made by Stan, seconded by Harry with all in agreement.

5. Matters Arising

5.1 Report from Chair

- a) At the NALC webinar for Chair's of Councils the police Commissioner gave a presentation. It was noted that the number of Officers is down but recruitment is ongoing. Also, during any one shift there are 300 Police Officers on duty throughout Norfolk. There are 500+ councils and other bodies asking Officers to attend meetings. The

Commissioner recommended that someone on the Council develop a relationship and hold regular conversations with their local PC. NALC will also organise a joint session of several councils with the Police Officers who serve those areas.

5.2 Precept Update

The increase in the Precept charge was due to the fact that the number of homes that pay council tax in the Village has decreased and as a result, fewer people have to pay slightly more to cover the Parish Council Precept allocation.

5.3 Village Hall Security

This is being explored.

5.3 British Ukraine Aid

£1300 was donated from the Village fundraiser including the £100 allocated through the Chairman's fund.

5.4 Drayman Parking

This item is ongoing. **ACTION:** Bev to discuss issues of drayman parking with the landlord of the Falgate and whether a 'slow sign' could be displayed during deliveries to warn oncoming traffic.

5.5 Ownership & Responsibility for bins on Staithe

The matter was in hand and Sheridan is working with Harry May and Rob Rogers. It was noted that Harry. B had enquired as to whether the Staithe could have a recycling bin.

5.6 Latham's Litter

It was noted that the litter had been cleared but that it was unclear if this was action taken by Latham's. **ACTION:** Paul to speak to the manager of Latham's on behalf of the Council to discuss litter picking.

5.7 Constituency Boundary Change

A letter was sent to the Boundary Commission on behalf of the Parish Council as agreed opposing the change and that the Council would be informed as and when an outcome was determined. It was noted that the letter had been acknowledged in receipt.

5.9 Councillor Training

NALC are still experiencing staff shortages making it challenging to arrange whole council training and it was agreed that it would be beneficial to wait until such a time that this could be delivered. **ACTION:** Clerk to approach NALC regarding whole council training with other local councils.

6. Finance

6.1 Financial Update

We are waiting for the annual statement from the savings account with Cambridge and Counties and that the balance as of 31 March 2022 was

£12,579.82. It was noted that moving forward the savings account would be included in the monthly agenda for information.

6.2 Appointment of Internal Auditor

- a) NALC had recommended Heather Heelis to complete the 2021-22 Internal Audit in preparation for the Annual Governance and Audit Review at a rate of £140 (no VAT) in addition to £15 secure Courier each way.

A motion to approve the Internal Auditor was made by Stan, seconded by Bev with all in agreement.

6.3 AGAR Preparations

It was proposed that a Working Group be established comprising the Chair, Internal Financial Officer and Clerk to review the 2020-21 Internal Audit Report and Actions and complete the necessary preparations for the 2021-22 AGAR.

A motion to approve the Working Group was made by Stan, seconded by Mary with all in agreement.

6.4 Review of Banking Arrangements

A decision to update names on the accounts and move to online banking would be taken at the June meeting of the Council following successful completion of the probation period by the Clerk,

6.5 To consider payments of the following

- i. March 2022 AGAR Training for £30
 - ii. SAM2 Mobile top up of £10
 - iii. URM Price increase to £36 per ton
- On this occasion the Clerks payroll was calculated after the agenda had been circulated and would be calculated at an earlier date moving forward to ensure timely inclusion for Councillors. The payslip was presented at £595.96 net pay and £148.80 deductions for 40 hours in March and 16 hours in April.
 - The invoice for Allotment Hedge Cutting was presented at £55.80
 - The 6 monthly Ludham Estate Rent for the allotments was due at £450.

Motion to approve all payments was made by Stan, seconded by Harry and all approved.

7. Correspondence

- a. Highways Webinar
there is a highways webinar taking place on 20 April for which Councillors received a link to attend should they wish.
- b. Block Nuisance Calls

The Council could apply for funding to install call blockers on behalf of residents who may be vulnerable to nuisance calls. It was agreed that we all should assist vulnerable neighbours and make use of systems already available.

c. Anglian Water Extra Care

Anglian Water has options available for those who may be finding it difficult to pay their water bills and it was agreed that the flyer provided by Anglian Water could be included in the Gazette and posted on the website. **ACTION:** To be included in the May issue of the Gazette and added to the website.

8. Updates on planning matters

a. Planning Consultation NNDC Ref: PF/22/0478

It was noted that the deadline to respond to the planning application fell outside of the next available Council meeting and that information and request for comment on the application was circulated to Councillors by email on 30th March 2022. Councillors made no objections to the planning application and one comment regarding the use of the workshop. A response was submitted to NNDC and it was noted that an update on the status of the application would be reported once available.

9. Reports from Parish Council Leads

a. Allotments (D. Pickering)

Four allotments were taken up by new tenants and one allotment remained available. It was noted that the Council owned a strimmer that was purchased for the upkeep of footpaths by Councillors and that ownership was required for insurance purposes. **ACTION:** Amy to confirm insurance requirement was still applicable.

b. Drainage (H. May & P. Rice)

There was nothing to report.

c. UTWG (H. May & P. Rice)

There were no meetings.

d. Environment (R. Lovick)

There was no report.

e. Footpaths & Highways (R. Lovick & P. Rice)

Highways had visited Potter Heigham and had marked the areas for repairs. It was noted that there were some areas that had been notified to Highways but had not been marked for repairs during their visit.

ACTION: Bev to feedback to Paul for clarification.

It was noted that the road sign for Station Road was missing. **ACTION:** Clerk to request a new road sign for Station Road from NNDC.

f. Staithe (H. May & S. Chapman)

The capping may need replacing due to rotting. Several pot holes were appearing on the Staithe that required filling in. **ACTION:** Sheridan to follow up with Rob Rogers.

- g. SAM 2 Report (TBC)
There was no report.

10. Other Matters

- a. Update on Jubilee planning

Rob Rogers had been informed of the activities taking place by the Potter Heigham Bridge and that no further action was required. It was noted that celebrations would be cancelled should the Queen pass before and/or during the four-day bank holiday weekend from 2nd to the 5th of June.

It was noted that the June 2nd event is designated as street party as it is a community event and not a public event. **ACTION:** Sheridan to circulate toolkit to Councillors for information.

- b. Public seating

The 5 village seats owned by the Council located outside the church; two on station road; the playground, and one at the entry to the Village Hall required maintenance. **ACTION:** Sheridan to contact Paul Gladden for a quote.

- c. Notice Board

The Council agreed that the Notice Board would be located on Norada's fence and would need to be wall mounted with no glass frontage required. **ACTION:** Clerk to present quotes at the next meeting.

- d. Casual Vacancy

The Council would advertise the casual vacancy for co-option until the end of May once formal confirmation was received from NNDC that no election was called. The vacancy would aim to be appointed at the June meeting. **ACTION:** To be advertised in the May issue of the Gazette and on the PHPC website.

- e. Appointment of SAM2 Officers

Bev has stepped down as a SAM2 Officer. It was noted that the operation of the SAM2 device would require a minimum of 2 people with a back-up should one be unavailable to assist.

11. Any other Business

- a. Facebook

A Potter Heigham Parish Clerk Facebook account could be established to represent the Council and publish official notifications on existing Facebook groups. It was noted that notifications would direct parishioners to the Council website for information and would not be a

separate Facebook group. This will clarify posts that are being made on behalf of the Council.

Motion to approve made by Donald seconded by Harry all in favour.

ACTION: Clerk to set up this account.

b. Google Workspace

It was recommended that the Council adopt Google Workspace to store its data and to cease use of the portable USB device. It was noted that Google Workspace was a free resource, had ample storage space for the Council's needs and would streamline use of the existing Clerk Gmail Account.

Motion to approve made by Donald seconded by Stan, all approved.

c. Clerk Laptop

It was recommended that the Council purchase a laptop for use by the Clerk to assist in continuity and effective working conditions. It was noted that a suitable laptop for the Council's purposes could be purchased for under £500 and that a guarantee and cover for breakdown would be required should a technical issue arise. It was noted that alongside the laptop, virus protection and a Microsoft Office package would be required. **ACTION:** Clerk to present at the next meeting for consideration and approval.

d. A vote of thanks were noted from the River Thurne Tenants Association for everybody who volunteered for the litter pick.

e. There had been an increase in flyposting in the Village and it was agreed that parishioners were to be advised that if notices were put up they must be taken down. **ACTION:** To be included in the May issue of the Gazette.

f. Following the remodelling of Latham's car park, there is not sufficient room for buses to turn and it was observed that buses had started parking on double yellow lines outside Latham's as an alternative.

ACTION: To discuss with Richard Price.

Time of Close 4 May, 9 20pm

12. Date of Next Meeting – May 11th 2022. 8:00 pm immediately following the Annual Parish Meeting.

Chair:



Date:



