

POTTER HEIGHAM PARISH COUNCIL

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Chairman: Ms Sheridan Turner

Parish Clerk: Amy Gallant

Minutes of the meeting of the Potter Heigham Parish Council held on Wednesday 8th June 2022 at 07:30pm in the Methodist Church.

Present: Sheridan Turner, Chair
Stan Chapman, Councillor
Harry May, Councillor
Mary Haslam, Councillor
Robin Grave-Morris, Councillor
Robert Lovick, Councillor
Donald Pickering, Councillor

In Attendance: Amy Gallant, Clerk
Harry Blathwayt, District Councillor
Richard Price, County Councillor

Meeting opened at: 07:31pm

1) To consider apologies for absence

Apologies were noted for Parish Councillors Sindy Ratani, Paul Rice and Bev Standen.

2) Motion for Closed Session under item 19

A motion for item 19 on the agenda to be considered as a closed session was proposed by Stan, seconded by Donald with all in favour.

3) Public Forum

a) Public

There were two members of the public in attendance and no matters to discuss outside of the agenda.

b) County / District Councillors

As a result of successful lobbying, the Police and Crime Commissioner confirmed that there would be an increase in the number of vehicles and officers available to consider and respond to speeding issues in rural villages and that the general policy for road safety and speeding for Norfolk would be reviewed to ensure this was up to date.

Residents had reported to Highways that a SAM2 post had been installed on their property, that differed from the originally location approved by Highways and were advised to contact the Parish Council for resolution.

Council could expect contact from Wescotec regarding a free upgrade for the SAM2 device which enables data to be downloaded remotely.

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

i) Police Report – B. Standen / PC Tom Gibbs

The Police Report was noted and no questions were raised from Councillors or members of the public.

ii) Village Hall Management Committee (R. Graves-Morris)

Thanks were given to Sheridan for her involvement and support with managing the fallout from the electrical fire at the Village Hall including liaising with the Insurance company, electricians and arranging cleaning for the building. It was noted that a date for re-opening would be shared as soon as this was known.

iii) Any other reports from Councillors representing outside bodies

There were no further reports to note

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- iv) Ludham School – D. Pickering
There was nothing to report.

4) Declaration of interest for items on the agenda and applications for dispensation

There were no declarations of interest for items on the agenda.

- a) Robin noted his Declaration of Interest Form required updating. **ACTION:** Clerk to send new form to Robin for completion.

5) To approve the minutes of the meeting held on Wednesday 13th April 2022

Minutes of the meeting of the Potter Heigham Parish Council held on 13th April 2022 were confirmed as an accurate record of the meeting subject to an amendment under item 10b) from 'playground' to 'post office' and that the time for closing of the meeting needed adding. A motion to approve the minutes as amended was proposed by Stan, seconded by Mary with all in favour.

6) To approve the minutes of the Annual meeting held on Friday 20th May 2022

Minutes of the meeting of the Potter Heigham Parish Council held on 20th May 2022 were confirmed as an accurate record of the meeting with no amendment. A motion to approve the minutes was proposed by Stan, seconded by Mary with all in favour.

7) Matters Arising from the Minutes

- a) Update on Drayman Parking: Landlady has agreed to put out marker bollards to pre-warn vehicles of it's presence

The Landlady was working with Tom Gibbs to obtain a Slow sign and it was agreed that in the meantime traffic cones could be used. **ACTION:** Robert to follow up with Harry.

- b) Update on Latham's Litter
The litter had been cleared.

- c) Update on Traffic Calming Review
The item would be moved to the July meeting in Paul's absence.

- d) Update on Highways response to report previously submitted
The item would be moved to the July meeting in Paul's absence.

- e) Station Road Sign: replacement sign requested
The sign had been requested and it was noted that instalment could take between 3 – 6 months.

- f) Public Seating
Ongoing.

- g) Notice Board: To present options at the July meeting
noted

- h) PHPC Clerk Facebook Account: Now active
Noted

- i) Clerk Laptop: To present options
Council agreed to purchase the laptop and Microsoft Office package presented by the Clerk at £349 and £69.99 respectively. It was noted that Council would consider any care & repair plans after the initial 12 month warranty.

- j) Google Workspace: Established and link to be sent to Councillors
It was noted that Google Workspace did not require a Gmail account for access but that there were Data Protection considerations. **ACTION:** Clerk to confirm access route and circulate to Councillors.

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8) Appointment of Parish Council Leads

- a) Allotments (Currently D. Pickering)
- b) UTWG (Currently H. May and P. Rice)
- c) Drainage (Currently H. May and P. Rice)
- d) Environment (Currently R. Lovick)
- e) Footpaths & Highways (Currently R. Lovick and P. Rice)
- f) Staithe (Currently H. May and S. Chapman)
- g) SAM2 (Currently P. Rice and vacancy)
- h) Website (Currently D. Pickering)
- i) Police Liaison (Currently B. Standen)
- j) Ludham School (Currently D. Pickering)

All Councillors present agreed to continue in their current lead roles. **ACTION:** Clerk to confirm lead role with Paul. **ACTION:** Stan to approach contact for Ludham School on behalf of Donald. **ACTION:** Robert to determine viability for volunteers to assist with the movement of the SAM2 device between locations. **ACTION:** Mary to include a call for volunteers to assist in moving the SAM2 between locations in the Gazette.

9) Appointment of Internal Financial Officer

Robin was appointed Internal Financial Officer for 2022-23.

10) Planning

a) New Applications

i) NNDC Ref: PF/22/1215 – 14 Reynolds Lane

Council made no objections to the application and noted that there could be potential financial implications to the property value of 13 Reynolds Lane, as the property would no longer be listed as a semi-detached and would instead be listed as an end-of terrace. Council agreed these implications should be made explicit to the property owners at 13 Reynolds Lane. **ACTION:** Clerk to submit comments to planning.

ii) NNDC Ref: PF/22/1306 – Glebe Farm

The application stated that the land to which the application relates was not part of an agricultural holding but that the property was registered under Companies House as a multi-use farm.

A history of non-compliance with existing planning stipulations was noted with examples including the operation of the gym outside of agreed hours and planting of non-hardwood trees, and concerns were raised that, if planning approval was granted, the glass panel connecting the garage to the house could be removed to create a separate residence, noting that the height of the Annex was the same height as the house.

Additional concerns included the potential negative impact on existing road traffic problems on Marsh Road and that the proposed plans were next to a Crane breeding site.

Council agreed to object to the application on the above grounds. **ACTION:** Clerk to submit response to planning.

b) Decisions

- i) None

11) Appointment of Cheque Signatories for all accounts

Harry and Stan would continue to be signatories for all accounts and that Sheridan would be added. It was noted that Paul was no longer a signatory for accounts held by the Parish Council pending written confirmation but that Catherine still had oversight of the accounts.

There had been considerable unacceptable customer service from Barclays including lack of response to official bank mandate change instructions, lost correspondence and delays in reply's and it was noted that other Parish Councils had received similar customer service from Barclays.

Following a complaint issued by the Council, Barclays had issued £50 to Sheridan by way of compensation for her time. **ACTION:** Sheridan to raise with Jeremy to consider a joint Council complaint through NALC.

12) To consider applications for Casual Vacancy

Council received one application from Louise Parker. Council agreed Louise would be an asset to the Council based on her application and a motion to co-opt Louise Parker to the Office of Councillor for Potter Heigham Parish Council was proposed by Stan, seconded by Robin with all in favour.

13) Appointment of PHPC representative(s) to VHMC

Currently: Robin Graves-Morris (Councillor)
Sheridan Turner (Councillor)
Harry May (Councillor)
George Chasemore

A motion to appoint Donald and Louise as PHPC representatives was proposed by Robin, seconded by Robert with all in favour.

It was noted that Louise was employed as Bookings Clerk for the Village Hall Management Committee and that Louise would be required to abstain on any votes concerning her working conditions due to a conflict of interest.

14) Finance

a) Summary of Cash Transactions 2021/22
Noted

b) End of Year Budget Variance 2021/22
Recommendations from the report were agreed to be actioned.

c) Annual Governance and Accountability Return 2021/22
Approved.

d) Financial Update 2022/23

i) Community Account ...0089	£15,209.33
ii) Community Account ...0097	£9,838.81
iii) Savings Account ...2217	£ 12,731.21

e) Confirmation of Direct Debits and Standing Orders

i) DD URM
Council agreed to switch the Direct Debit Mandate to the account ending 0089.

ii) DD Anglian Water

iii) SO Broads Society

f) To consider payment of the following:

i) A Gallant	Salary April 2022	£172.96
ii) HMRC	PAYE April 2022	£43.40
iii) SLCC Norfolk Branch	SLCC Conference	£39
iv) CPRE	Membership Gift	£36
v) Heelis & Lodge	Year-end Internal Audit	£170
vi) A Gallant	Salary May 2022	£792.62
vii) HMRC	PAYE May 2022	£205.08
viii) Methodist Church	Venue Donation	£TBC
ix) Zurich	Insurance Renewal	£978.81
x) Impact Souvenirs Ltd.	300 Fridge Magnets	£299.94
xi) Norfolk ALC	Role of the Clerk Course May 2022	£96.00

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A motion to continue with existing Direct Debits, Standing Orders and to approve all payments was proposed by Stan, seconded by Robin with all in favour.

The amount for the venue donation to the Methodist Church would be considered at the July meeting.

It was noted that income would be added to the agenda following the Clerks successful completion of the 3 month probation and granted access to the accounts.

15) Correspondence

- a) Council Tax Energy Rebate
North Norfolk District Council were issuing residents with an automatic £150 rebate for their energy bills and that residents were only required to apply for the rebate if they did not pay their council tax bill by Direct Debit.
- b) Invitation to respond to Consultation: NCC List for Validation of Planning Applications
No objections or comments.
- c) Invitation to respond to Consultation: Statement of Licensing Policy for Sex Establishments
No objections or comments.

16) Reports from Parish Council Leads

- a) Allotments (D. Pickering)
There was a change in tenancy on a field allotment and that the person renting two sides of the vacant allotment now rented all three.
- b) UTWG (H. May and P. Rice)
The UTWG received a talk on water quality and noted that environmentally friendly pumps were needed to distribute water and that they would be installing the Archimedes Screw Pump.

The fields required two days of steady rain to soak the ground to yield a reasonable crop.
- c) Drainage (H. May and P. Rice)
Water was not draining at Policeman's Corner and it was noted that the dyke may need clearing.

Residents reported concerns about standing water outside Holly Cottage and that drivers were swerving to avoid the water. **ACTION:** Clerk to report to highways.
- d) Environment (R. Lovick)
The litter situation had improved and that there were no further updates.
- e) Footpaths & Highways (R. Lovick and P. Rice)
A follow up report would be provided at the next meeting.

There were two potholes on the A149 junction coming back from Stalham in the centre of the road and another pothole on the bridge side of Causeway Cottage. It was noted that action was yet to be taken on two existing potholes outside Meadow Court that required attention. **ACTION:** Robert to follow up with Paul.
- f) Staithe (H. May and S. Chapman)
The weedkilling on the staithe was scheduled for completion on 26th June. The missing 'no mooring' sign would be replaced shortly.

Signs advertising the fish and chip shop were hanging from the railings of the bridge which was not allowed under the Staithe Bylaws. It was noted that it was the Broads Authorities responsibility to remove them but that a conversation could be had with the owner of the shop in the first instance. **ACTION:** Sheridan to discuss with the owner.

A number of repairs and maintenance issues on the Staithe required attention but could not be addressed until ownership had been confirmed and that this would be discussed in more detail at the July meeting.

- g) SAM2 – (TBC)
No update.

17) Other Matters

- a) To confirm arrangements for the presentation of the Peter Sandell 'Good Neighbourhood Award 2022' Council agreed to present the award at the Produce Show. The Gazette would publish that nominations would need to be received by 31st July via email or in writing to the Clerks address.

The 2021 nominations were not presented and Council agreed any nominations received from 2021 would also be considered and presented at the Produce Show.

- b) Jubilee Updates: Queen Elizabeth Rose and tribute to HM the Queen.
It was agreed to purchase a Queen Elizabeth Rose and a Queen Elizabeth Jubilee Rose for the Staithe.
- c) Coach parking outside Latham's
Coach parking had been raised with Tom and Council were currently awaiting an update.
- d) Proposal to establish a Working Group to review Insurance Policy for the Village Hall
Council agreed to establish a Working Group with the following members: Sheridan, Robin and Stan.

18) Any Other Business

In response to a query raised by a member of the public Council confirmed that the Medieval bridge weight allowance was 7.5 tonnes per axel and that the width could accommodate a bus.

Following the Three Rivers Race a build-up of traffic was noted due to the amount of people on the road and that Horning Sailing Club may need to consider the use of Marshals at future races to keep the traffic flowing and members of the public safe. **ACTION:** Sheridan to write a letter to Horning Sailing Club and the Broads Authority

A local resident queried if there were any funds available to install an inclusive swing at the playground and that the matter would be added to the July meeting for further discussion.


19) Closed Session

- a) To consider 3 month probation review for the Parish Clerk
Council confirmed the successful completion of the 3 month probation period by the Clerk.

Date of Next Meeting

Wednesday 13th July 2022

Meeting Adjourned: 10:00pm.

 July 13, 2022